



# Staff Due Diligence Documentation

I understand that third-party verification is the preferred method of certifying homelessness for an individual or household who is applying for assistance. I understand self certification is only permitted when I have attempted to but cannot obtain third party verification.

*Documentation of attempts made for third-party verification:*

Date of Contact	Individual/Organization Contacted	Method of Contact	Outcome of Contact

Staff Signature: \_\_\_\_\_

Date: