

# REQUEST FOR US HOUSING ASSISTANCE

DATE: \_\_\_\_\_ PLEASE PROVIDE THE FOLLOWING INFORMATION

## 1. CUSTOMER INFORMATION

NAME:

\_\_\_\_\_

LAST

FIRST

MIDDLE INITIAL

RANK:

DUTY SECTION:

ADDRESS:

TELEPHONE: (DUTY)

(MOBILE)

(HOME)

EMAIL ADDRESS:

## 2. TYPE OF ASSISTANCE REQUESTED

SPECIFIC REQUEST FOR ASSISTANCE (Must contain a specific request rather than merely stating a problem. Example: I request the Housing Office contact a plumber to repair the sink in my kitchen because it does not drain properly)

## 3. IMPORTANT! READ CAREFULLY BEFORE SIGNING:

I Understand that I must complete parts 1-3 of this form before the Housing Office can render any assistance to me in the event that contact cannot be made with my landlord I Do/Do not (Delete One) desire that the Housing Office contact a technician on my behalf assistance of a technician is required without contact being made with my landlord. I understand that I am responsible for any and all monetary obligations pertaining to the assistance required.

\_\_\_\_\_  
(Customer Signature)

## 4. LANDLORD INFORMATION

NAME:

ADDRESS:

TELEPHONE: (Home)

(Office)

## 5. ACTION TAKEN (CONTINUE ON BACK OF PAGE)