



# DSFA 25-03 Los Angeles Wildfire Waitlist Exception Form

Executive Order N-23-25 allows Sponsors in Los Angeles County to allow waitlist priority to displaced households who are experiencing homelessness due to the proclaimed emergency caused by multiple fires through March 6, 2026. Per Administrative Memo DSFA 25-03, when displaced households are given priority, the Sponsor shall complete this form and keep it in the tenant file for review by the Department for as long as the household remains in the Development and note the household on the annual Schedule of Rental Income (SRI) Report.

Sponsors shall certify that the identified household meets the eligibility criteria set forth below and identify the type of supporting documentation that has been accepted for each requirement.

Project Name Sponsor Name

Project Address Unit #

City State Zip Code

HCD Contract #(s)

Head of Household Name

1. Household was displaced due to the proclaimed emergency.

- Proof of Occupancy
- Proof of Ownership
- Extended Flexibility

2. Household is currently experiencing homelessness.

- Documentation from the Coordinated Entry System or a Continuum of Care
- Third-Party Verification of Homelessness other than above

3. Household meets all the criteria and HCD-program eligibility requirements of the vacant dwelling unit. (Other restrictions include supportive housing, special needs, or specific target populations. If any such restrictions are in place, the household must meet all requirements)

- Income Eligibility Threshold
- Other Restriction(s)

Certification	
Sponsor	Name <span style="float: right;">Title</span> Signature _____ Date
Household	Name Signature _____ Date

## Documenting Status of a Displaced Household Under HCD Memo DSFA 24-03

In accordance with FEMA guidance, HCD allows three options for documentation: (1) Proof of Occupancy, (2) Proof of Ownership, and (3) Extended Flexibility.

Proof of Occupancy: HCD accepts the following documents as proof the household lived in the home before the declared disaster. Only one of the of the documents listed below is required.

- Lease or housing agreement.
- Rent receipts
- Utility bill (electric, water/sewer, etc.)
- Employer's statement (e.g. pay stub)
- Pay stub
- Bank or credit card statement
- Driver's license, state issued identification card, or voter registration card
- Public official's document (Police Chief, Mayor, Postmaster, etc.)
- Medical provider's bill
- Social service organization documents (e.g. Meals on Wheels)
- Motor vehicle registration
- Affidavits of Residency or other court documentation
- Local school documents (must include the child's disaster-damaged residence and name of the applicant or co-applicant)
- Letter prepared after the disaster by a mobile home park or manager confirming occupancy at the time of the disaster

Most documents may be dated within 1 year prior to the disaster and/or within the 18-month period of assistance. However, a driver's license, state-issued identification card, or voter registration card must have been dated before the disaster happened and not have expired when applying for housing.

Proof of Ownership: HCD will accept the following documents as proof of ownership prior to the declared disaster. Only one of the of the documents listed below is required.

- Deed or Official Record Mortgage documentation
- Homeowners insurance documentation Property tax receipt or bill Manufactured home certificate or title
- Home purchase contracts (e.g. Bill of Sale, Bond for Title, Land Installment Contract)
- Will or Affidavit or Heirship (with death certificate) naming heir to the property
- Receipts for major repairs or maintenance dated within 5 years prior to the disaster
- Court documents
- Letter prepared post disaster from a mobilehome park owner/manager or public official

Most documents may be dated within 1 year prior to the disaster or within the 18-month period of assistance.

Extended Flexibility: HCD understands that disaster survivors in some situations may experience additional difficulty gathering specific documents. As a result, HCD has made recent policy changes to provide additional flexibility to allow applicants who are unable to provide the standard types of documents as detailed above to provide written self-declarative statements as a last resort in specific situations as detailed below:

1. Extended Flexibility Proof of Occupancy: If your pre-disaster residence was a mobile home or travel trailer or you live in an insular area, island or tribal land and you do not have any acceptable forms of occupancy, HCD may accept a written self-declarative statement as a last resort, due to challenges with obtaining traditional forms of documentation for these types of homes.

A self-declarative statement for proof of occupancy must include all of the below items:

- The address of the disaster-damaged residence.
- Length of time lived in the disaster-damaged home, as primary residence, prior to the Presidential disaster declaration.
- Applicant and co-applicant name and signature.

Sample Statement

"I have made a good faith effort to obtain and provide a copy of acceptable occupancy documentation. I was unable to obtain this documentation because [provide an explanation of the circumstances that prevent standard occupancy verification to include why the other document types were not available to the applicant or how the available documents do not meet HCD's requirements]. I hereby declare under penalty of perjury that the foregoing is true and correct."

2. Extended Flexibility Proof of Ownership: If you own a home, live in an insular area, island, or tribal land or in a travel trailer or mobile home, and do not have any acceptable forms of ownership, HCD will accept a written self-declarative statement as proof of ownership as a last resort.

A self-declarative statement for proof of ownership must include all of the below items:

- The address of the disaster-damaged residence.
- Length of time lived in the disaster-damaged home, as primary residence, prior to the Presidential disaster declaration.
- Applicant and co-applicant name and signature.

Sample Statement

"I have made a good faith effort to obtain and provide a copy of acceptable ownership documentation. I do meet HCD's definition of an owner-occupant because I am [(A) the legal owner of the home. (B) pay no rent but am responsible for the payment of taxes or maintenance for the residence, or (C) hold lifetime occupancy rights]. I was unable to obtain this documentation because [provide an explanation of the circumstances that prevent standard ownership verification of the appropriate owner-occupant category]. I hereby declare under penalty of perjury that the foregoing is true and correct."

If you own and live in a home that was passed down via heirship and do not have any acceptable forms of ownership, HCD, as a last resort, will accept a written self-declarative statement as proof of ownership.

A self-declarative statement for proof of ownership passed down via heirship must include all of the below items:

- The address of the disaster-damaged residence.
- Length of time lived in the disaster-damaged home, as primary residence, prior to the Presidential disaster declaration.
- A copy of the decedent's death certification.
- Applicant and co-applicant name and signature.

#### Sample Statement

"I have made a good faith effort to obtain and provide a copy of acceptable ownership documentation. I was unable to obtain this documentation because [provide an explanation of the circumstances that prevent standard ownership verification]."

AND "As the nearest relative of the deceased in the line of succession, my ownership includes all the rights and obligations of the deceased. The decedent's name is \_\_\_\_\_, and they died on \_\_\_\_\_ .  
I understand I must submit the death certificate along with this declaration. I hereby declare under penalty of perjury that the foregoing is true and correct."