Maine State Housing Authority (MaineHousing)
HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)

SUBSIDIZED HOUSING FORM INSTRUCTIONS

1. This form is for an Applicant who receives a housing subsidy and pays all or a portion of their heating costs.

2. Do not use the Subsidized Housing Form for:
   a. Applicants residing in Subsidized Housing with heat included; or
   b. Applicants receiving mortgage subsidy through the USDA Direct Home Loan Program (because there is no heat/utility subsidy).

3. The Subsidized Housing form is completed by the CAA staff and the Property Manager, Subsidized Housing Agent or Local Housing Authority (“Agent”) and the certifier.

4. **Intake worker will complete the following:**
   a. CAA’s (Agency) name, address, phone number, fax number, and email
   b. Primary Applicant’s name, address, city, state, and zip code
   c. Date of Application
   d. Form Return Deadline – date
   e. Applicant’s name, address, city, state, zip code, and telephone number
   f. Housing Agent

5. **Primary Applicant will:**
   Sign and Date the Release of Information section.

6. **Property Manager, Subsidized Housing Agent or Local Housing Authority (“Agent”) will complete the following and return the completed form to the CAA:**
   a. Agent’s name, address, city, state, zip code, Agency’s name and Agent’s telephone number
   b. Monthly Utility Allowance Information (A – D)
   c. Agent signs, prints their title and dates the form

7. **Certifier will:**
   a. Enter the utility allowance information in HEAP Cloud.
   b. Sign and date the form.

**BEST PRACTICE TIP:** Have the Applicant sign the Subsidized Housing Form. Then, CAA sends the Subsidized Housing Form directly to the housing agent. If done early in the application process, obtaining the completed form directly from the housing agent will facilitate the processing/certification of the HEAP application.