



**Mayor's Office of Housing
& Community Development
(MOHCD)**

MOHCD Client Intake Form

1. Review this form with client and complete all items
2. Refer to the instruction sheet to help with form completion
3. Keep on file for five years

First Name: _____ Last Name or Client ID: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Phone Number (Optional): _____

Email Address: _____ Date of Birth: _____/_____/_____
(Optional)

1. Race and Ethnicity Which best describes your race/ethnicity? (Mark ALL check boxes that apply)

Indigenous

- American Indian/Native American (Specific Group: _____)
- Indigenous from Mexico, the Caribbean, Central America or South America (Specific Group: _____)
- Other Indigenous _____

Asian

- Chinese
- Filipino
- Japanese
- Korean
- Mongolian
- Central Asian
- South Asian
- Southeast Asian
- Other Asian _____

Black

- African
- African American
- Caribbean, Central American, South American or Mexican
- Other Black _____

Middle Eastern/West Asian or North African

- North African
- West Asian
- Other Middle Eastern or North African _____

Latino

- Caribbean
- Central American
- Mexican
- South American
- Other Latino _____

Pacific Islander

- Chamorro
- Native Hawaiian
- Samoan
- Other Pacific Islander _____

White

- European
- Other White _____

2. Gender Identity and Sexual Orientation

What is your gender?

(Mark the ONE that best describes your current gender identity)

- Female
- Male
- Genderqueer/Gender Non-Binary
- Trans Female
- Trans Male
- Not Listed. Please Specify: _____
- Decline to Answer

How do you describe your sexual orientation or sexual identity? (Mark ONE)

- Bisexual
- Gay/Lesbian/Same-Gender Loving
- Questioning/Unsure
- Straight/Heterosexual
- Not Listed. Please Specify: _____
- Decline to Answer

By what name do you wish to be called? _____

(Optional)

What gender pronouns do you use? [Optional]
(Mark ONE)

- She/Her/Hers They/Them/Theirs
 He/Him/His Not Listed. Please Specify:

3. Language

What is your primary language spoken at home?
(Mark ONE)

- Chinese – Cantonese Russian
 Chinese – Mandarin Spanish
 English Vietnamese
 Filipino Other Language. Please Specify:

4. Veteran and Disability Status

Are you a veteran? Yes No

Are you a person with a disability? Yes No

5. Family Size and Income

Which best describes your family? A family includes a single person or a group of people living together. (Mark ONE)

- Single Headed Family
 Dual Headed Family

Number of persons living in your family (including yourself): _____

Estimated income for next 12 months for all adult members:

\$ _____

6. Income Certification

Do you receive any type of public benefits assistance?
(Mark ALL that apply)

- CalWorks
 CalFresh
 Cash Assistance Linked to Medi-Cal (CALM)
 Cash Assistance Program for Immigrants (CAPI)
 County Adult Assistance Program (CAAP)
 Medi-Cal
 Refugee Cash Assistance
 Social Security Disability Insurance (SSDI)
 Supplemental Security Income (SSI)

What source(s) of information were used to verify your income? (Mark ALL that apply)

- Public Benefits (mark here if you chose any option to the left)
 Payroll Stub
 Tax Return
 Unemployment Benefits
 Veteran's Benefits
 Rental Assistance (e.g., Section 8 voucher)
 Placed in Foster Care
 Self-Certified. Please explain: _____

I hereby certify that, to the best of my knowledge, the above statements are true and correct. I understand this information is subject to verification only by authorized U.S. Department of Housing & Urban Development (HUD) officials for federally-funded grants.

CLIENT

Client Printed Name

Parent/Client Signature

Date

INTERVIEWER

Interviewer Printed Name

Interviewer Signature

Date

MOHCD collects data on race, ethnicity, sexual orientation and gender identity, in order to ensure the programs and services we fund are addressing the needs of the vulnerable communities we serve, and to report anonymous information to key funders like HUD.

MOHCD protects your personally identifiable information (PII) from loss, theft, misuse and unauthorized access and disclosure. PII includes your name, address, birthdate, race and ethnicity, gender, sexual orientation/identify, and household size and income. Also, PII is never included in reports, public documents or public websites, and can only be seen by authorized persons when it's necessary to achieve the purposes noted above.