



**COMMUNITY LODGINGS, INC.  
APPLICATION PROCESS FOR ADMISSION  
TO TRANSITIONAL HOUSING PROGRAM**

*Community Lodgings Transitional Housing Program is not an emergency placement program. All applications will be considered in the timeframes allotted, and the process will not deviate from applicant to applicant.*

On our website, you will find the applicant referral form and applicant pre-screen. These must be completed in their entirety and emailed or faxed to our office. Upon receipt of the referral and pre-screen, you should expect a call from one of our case managers to confirm receipt and to schedule a time for the applicant to come into the office and complete an intake assessment. After the completion of the intake assessment, the information will be reviewed with the applicant and if the resident successfully completes the assessment they will be granted a second interview with their potential case manager and the Executive Director. Provided they also, pass the drug test, we will make a decision shortly after the second interview and will notify the applicant in writing of our decision. Lastly, if a potential applicant wants to self-refer, they MUST provide documented verification of their homeless status. For example, if they are being evicted we need a copy of the eviction notice. Or, if they are living with someone we need a letter from the homeowner/leaseholder stating that they are no longer able to reside there.

If you have any questions regarding this policy, or our programs please feel free to contact us via email at [cli@communitylodgings.org](mailto:cli@communitylodgings.org) or by phone at 703-549-4407. We look forward to continuing to work with each of you in the battle to end homelessness.