

**U.S. Department of Homeland Security
FEDERAL EMERGENCY MANAGEMENT AGENCY
Transitional Sheltering Assistance Terms and Conditions**

THIS PORTION SHOULD BE FILLED OUT BY THE LODGING PROPERTY

Check in Date: _____ **Check out Date:** _____ **FEMA DR #** _____

Last Name: _____ **First Name:** _____

Last 4 Digits of SSN: _____ **FEMA Registration ID:** _____ **Date of Birth:** _____

I understand that:

- I am not required to provide the hotel with a credit card or a cash deposit to secure the room at check-in.
- I must sign this Terms and Conditions notice when I check into a participating hotel and when I check out.
- I also will be responsible for any charges or fees related to damage I or my household members cause to the hotel facility or to hotel property during my stay.
- TSA is only for use by the household members listed on my FEMA registration.
- FEMA will pay the nightly room rate and taxes, as well as non-refundable pet fees if applicable, for my hotel stay up to the approved amount for the time I am authorized to reside in the hotel.
- I will be responsible for any expense above the FEMA approved amount for the stay. All other amenities, including but not limited to, restaurant, club, room service, telephone, movie rental, internet, laundry, dry cleaning, parking, and any other additional services or charges are my responsibility.
- FEMA will conduct regular reviews of my eligibility throughout the TSA period of assistance to determine:
 - A continuing need for sheltering, and
 - Other assistance and resources available to support my transition out of TSA.
- I must respond to FEMA attempts to contact me to discuss my FEMA registration or I may lose my lodging assistance.
- I may lose my lodging assistance if I or any of my household members have engaged in actions that violate written hotel policy.
- FEMA will notify me if I am no longer eligible for TSA to allow for my transition out of TSA.
- If I stay beyond my eligibility end date, I will become responsible for all costs associated with my lodging from that point on.

If you have questions regarding this notice or about TSA, please call the FEMA Helpline at 1-800-621-3362. If you use a Relay Service, such as a videophone, InnoCaption or CapTel, please provide FEMA with your assigned number for that service. TTY is also available by calling 1-800-462-7585.

If you have any other disaster related questions, visit www.disasterassistance.gov or call the FEMA Helpline at the above-listed number.

If you have information about individuals who may be defrauding FEMA or engaging in suspicious, dangerous, or criminal behavior, please call the FEMA Fraud Hotline at (866) 223-0814. Your call is completely confidential. You also may send an email to FEMA-OCSO-Tipline@fema.dhs.gov.

_____ Date _____
Registrant Signature at Check In

_____ Date _____
Registrant Signature at Check Out