

How to Complete an SHA Form on your Personal Device

From a computer

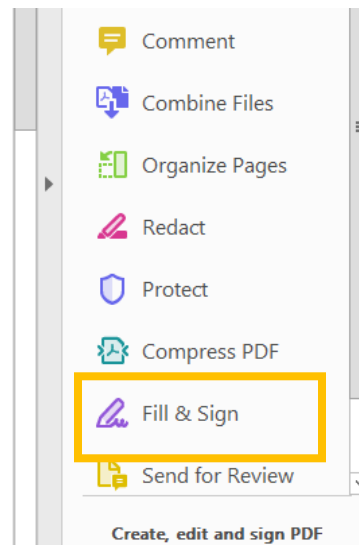
1. Download [Adobe Reader](#) for free.
 - a. Enter the following URL in Chrome: <https://get.adobe.com/reader/>
 - b. The download will include an extension for Chrome (Google’s web browser).
2. Go to <https://www.seattlehousing.org/housing-choice-vouchers/forms>.
3. Click on the form you need to complete.
4. Download the form to your computer and open with Adobe Reader.
5. Choose to “Fill & Sign”.

y residence (at least 51% of the time). All adults y, and, if s/he previously participated in a federally- ions must be approved in writing by your landlord

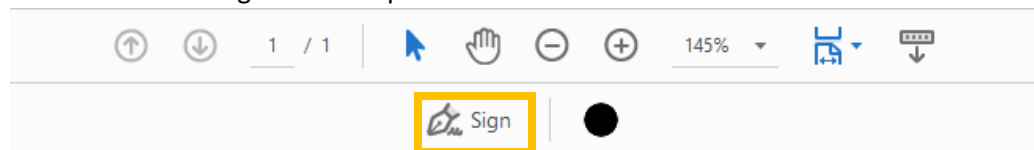
___ Last 4 digits of SSN _____
___ Last 4 digits of SSN _____
___ Mobile Phone _____

d Voucher-holder.

hone number _____
Date _____ mm/dd/yyyy



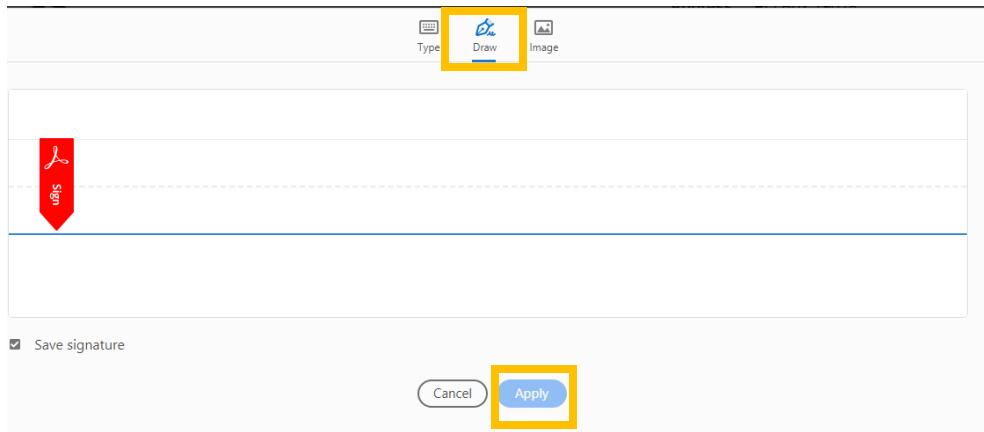
6. Fill in the requested information to the best of your ability.
7. Be sure to add your signature where a signature is requested.
 - a. Click on “Sign” at the top of the form.



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er Program**

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Telephone 20
FAX 20
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Website ww

- b. Then click “Add Signature”.
- c. Make sure “Draw” is selected. Then use your mouse to sign. Click “Apply” when done.



- d. Click on the form to place your signature. Then drag to the appropriate signature line.
 - e. Make sure to select today's date in the date field next to the signature line.
 - f. If you need to add another household member's signature. Follow the same steps. When you click "Sign", you will first have to select the minus sign to remove a previously saved signature.
8. Click on the "Submit Form" button.
 9. Follow any directions to choose your email client.
 10. Send the email with your completed form attached.
 11. The form will go to a monitored SHA email address. If you have any questions or concerns, contact your Certification Specialist.

From an iPhone

1. Go to your App Store and search for “Adobe Reader Free”.
2. Download “Adobe Acrobat Reader for PDF”
3. Open the app and set-up your account
4. Open a web browser on your phone and go to <https://www.seattlehousing.org/housing-choice-vouchers/forms>.
5. Click on the form you need to complete.
6. Select to open in “Acrobat” and to “Fill and Sign”
7. Fill in the requested information to the best of your ability.
8. Be sure to add your signature where a signature is requested (see screen shots on the following page).
 - a. Click the “pen” symbol at the bottom of the screen.
 - b. Choose to create signature (or select a signature if you already have one saved).
 - i. With the “Draw” option selected, use your finger to sign the screen.
 - ii. Click “Done”.
 - c. Then tap anywhere on the form to place the signature.
 - d. Drag to the signature line.
9. If multiple parties need to sign the form, click the “pen” symbol again and then the minus sign by the existing signature. Then choose to “Create Signature”.
10. Click on the “Submit Form” button.
11. Your default email client will be selected automatically.
12. Send the email with your completed form attached.
13. The form will go to a monitored SHA email address. If you have any questions or concerns, contact your Certification Specialist.

Done

Add a signature. Step 8, A.

Seattle Housing Choice Voucher Program

INCOME SELF-CERTIFICATION

Participant name: Participant Name Last 4 of SSN: 0

Type of income: Employment

Please answer the following questions:

1. What is the source of this income? Job
2. Date this income began: 02/17/2019 mm/dd/yyyy
3. Anticipated income amount:
4. Frequency of anticipated income: Monthly Quarterly Annually
5. Date of change in income: 03/16/2020 mm/dd/yyyy
6. Has this income changed due to extenuating circumstance? Yes No

If yes, please explain:
 Date of last income change due to COVID-19

7. Do you expect this income to continue? Yes No
8. End date: 03/16/2020 mm/dd/yyyy

I understand that I must report any changes to my income or other household conditions in writing within 10 business days of the change. I hereby certify under penalty of perjury that the statements I have made on this form are true and accurate to the best of my knowledge:

Signature: [Handwritten Signature] Date: 03/24/2020 mm/dd/yyyy

Household Member Receiving Income: (if different than above) Date: mm/dd/yyyy

Nov. 03/16/20 **Submit Form**

[Handwritten Signature]

Done

Step 8, B.

Seattle Housing Choice Voucher Program

INCOME SELF-CERTIFICATION

Participant name: Participant Name Last 4 of SSN: 0

Type of income: Employment

Please answer the following questions:

1. What is the source of this income? Job
2. Date this income began: 02/17/2019 mm/dd/yyyy
3. Anticipated income amount:
4. Frequency of anticipated income: Monthly Quarterly Annually
5. Date of change in income: 03/16/2020 mm/dd/yyyy
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I understand that I must report any changes to my income or other household conditions in writing within 10 business days of the change. I hereby certify under penalty of perjury that the statements I have made on this form are true and accurate to the best of my knowledge:

Signature: [Handwritten Signature] Date: 03/24/2020 mm/dd/yyyy

Household Member Receiving Income: (if different than above) Date: mm/dd/yyyy

Create Signature

Create Initials

Cancel

Step 8, B continued.

Cancel **Draw** Image Camera Done

Sign Here

Save to Online Profile

Step 8, B continued.

Cancel **Draw** Image Camera **Done**

Sign Here

Save to Online Profile