

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 PROVIDER (LP)**

Check-in Date: \_\_\_\_\_ LP INITIAL \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Last 4 Digits of SSN: \_\_\_\_\_ FEMA Registration ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Terms and Conditions for FEMA's Direct Payment of Hotel Lodging**

- I understand that if I have been deemed eligible for rental assistance from FEMA's Individuals and Households Program (IHP), I will only be permitted to remain in Transitional Sheltering Assistance (TSA) for seven days after being notified by FEMA that I am no longer eligible for TSA.
- I understand that FEMA will pay the nightly room rate and taxes for the hotel stay up to the approved GSA adjusted amount for the time I reside in the lodging location. I will be responsible for any expense above the FEMA approved amount for the stay.
- I understand that if I stay beyond seven days past receiving notification from FEMA that I am no longer eligible for TSA I will become responsible for any further costs associated with my lodging.
- I understand that FEMA will notify me that I am no longer eligible for TSA if any of the following applies, including, but not limited to:
  - I have been informed that my home has been inspected and found safe to occupy;
  - I advised FEMA that my home was not damaged as a result of the disaster;
  - I have insurance to cover my additional living expenses;
  - I advised FEMA that I am no longer in need of sheltering assistance;
  - I have declined other temporary housing resources offered;
  - I have not responded to repeated attempts to contact me to discuss my FEMA registration;
  - I have engaged in an action that violates written hotel policy.
- I understand that TSA is only for use by the household members listed on my FEMA registration.
- I understand that FEMA will only pay for the cost of the room and tax. 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 may cover fees for household pets up to the amount approved for TSA.

**If you have questions regarding this notice or about TSA, please call the FEMA Helpline at 1-800-621-3362; for people who are deaf, hard of hearing or with speech disabilities, the TTY is 1-800-462-7585.**

**If you have any other disaster related questions, visit [www.disasterassistance.gov](http://www.disasterassistance.gov) and click on Apply for Assistance for more information or call the FEMA Helpline.**

Anyone (lodging property staff or disaster survivors) with information about individuals regarding possible defrauding the government through misuse of TSA FEMA funded lodging, billing irregularities, individuals who while in TSA may have caused damage to the lodging property, or any other potentially fraudulent or abusive behavior should call the **FEMA Fraud Hotline at 866) 223-0814. The call is completely confidential. You may also email [FEMA-OCSO-Tipline@fema.dhs.gov](mailto:FEMA-OCSO-Tipline@fema.dhs.gov)**

Registrant Signature \_\_\_\_\_ Date \_\_\_\_\_

***A copy of this document should be provided to the Person Checking-In***