

**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 must sign this Terms and Conditions Notice when I check in and check out of a participating Transitional Sheltering Assistance (TSA) hotel.
- I am not required to provide the hotel with a credit card or a cash deposit to secure the room at check-in.
- 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 FEMA approved amount for the time I am authorized to remain in the hotel.
- I am 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.
- TSA is only available for use by the household members listed on my FEMA registration when I initially applied for FEMA assistance.
- I am responsible for any charges or fees related to damage I or my household members cause to the hotel room, hotel facility or hotel property during my stay.
- The hotel staff will notify me when they enter my room for weekly room checks. I understand that these checks are for my safety and the safety of others. I am not required to be present at the time of the room check.
- FEMA will conduct regular reviews of my eligibility for TSA throughout the TSA period of assistance to determine if I have a continuing need for sheltering and if there are 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 and assistance, or I may lose my TSA or access to my room.
- 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 am responsible for all costs associated with my hotel stay from that point on.
- I may lose my TSA if I or any of my household members have engaged in actions that violate written hotel policy or the law.

**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, please provide FEMA the number for your service.**

If you have any other disaster related questions, visit [DisasterAssistance.gov](https://www.fema.gov/disaster-assistance) 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**