2nd Chances HOUSING

STABILITY • OPPORTUNITY • COMMUNITY

Referral & Placement Inquiry Checklist

For professional referral partners. Use this checklist to prepare for an initial conversation with 2nd Chances Housing.

Before contacting us

Please gather only basic information that is appropriate to share for an initial housing inquiry. Do not send medical records or sensitive personal information.

- ■ Referral partner's name and organization
- ■ Professional phone number and email
- ■ Prospective resident's first name or initials only
- ■ General housing need and preferred timing
- ■ Whether the inquiry concerns a men's home or women's home
- ■ Whether the person is seeking veteran-related housing support
- ■ General location or region in Utah that may work
- ■ Best way and time for the house manager to respond
- ■ Any immediate questions about the housing arrangement or screening process

Initial inquiry template

Referral organization	_____
Referral contact	_____
Professional phone/email	_____
Prospective resident	First name or initials only: _____
General housing need	_____
Preferred Utah area	_____
Preferred follow-up	_____

Contact

2nd Chances Housing
Phone: 385-484-8631
Email: admin@2ndchanceshousing.com
Service area: All of Utah
Target referral response time: 24–48 hours

Important privacy note

Do not submit medical records, diagnoses, Social Security numbers, government identification, medication lists, or other sensitive personal information through a general website form or ordinary email. Share only the minimum information needed to start the conversation. If additional sensitive information is necessary, contact the house manager to discuss an appropriate secure method.

This checklist supports an initial inquiry only. Screening, availability, and placement decisions are handled directly by the house manager.