



Indiana Housing & Community Development Authority

Emergency Hotel Voucher – August 2026 Storms

Client Information		
(This section is to be completed by IHCDA when client is approved for assistance.)		
Name(s):		
Phone Number:		
Email Address:		
Date Approved for Assistance:	Voucher Expiration Date:	Household Size: Adults: Children: Pets:
Max # of Nights Approved: 30	Max # of Standard Rooms Approved:	Accommodation Needs:
Indiana Housing and Community Development Authority Approval		
IHCDA Representative:		Date:
Signed by: (not valid w/o IHCDA staff signature)		

Instructions for Hotel Manager

When you are approached by a prospective guest with this Voucher, you must call us to verify the guest is eligible and to confirm that your proposed room rate is acceptable. If approved, IHCDA will complete page 2 of this voucher with the approved rate, the check-in date, and the last possible check-out date. We will send the completed voucher along with a copy of our tax-exempt certificate.

You may call us at **317.232.0118 between 7:00 a.m. and 7:00 p.m. (ET), Monday through Friday**. If you are calling on the weekend or after hours, please leave a message and your call will be returned as soon as possible.

Depending on a family's ability to return to their home, IHCDA's assistance may terminate before the end of the 30-day reservation. In this case, IHCDA will notify the hotel a day in advance of the revised end of this voucher.

30 S. MERIDIAN ST. SUITE 900 - INDIANAPOLIS, IN 46204 - [HTTP://IN.GOV/ihcda](http://IN.GOV/ihcda)

P: 317.232.7777 - F: 317.232.7778 - TF: 800.872.0371



EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY



Hotel Information		
(This section is to be completed by IHCD A when an available room has been approved.)		
Hotel Name:		
Address:		
City, State:		
Phone #: (Include area code)		
Confirmation #:		
Dates of this voucher	Check-in:	Latest Check-out date:
Approved Average Nightly Rate Per Room: **(tax exempt - See below.) \$	Estimated Total Amount: \$	
Indiana Housing and Community Development Authority Approval		
IHCD A Representative:		Date:
Comments:		
Signed by:		
<i>(not valid w/o IHCD A staff signature)</i>		

**** The Indiana Housing and Community Development Authority (IHCD A) is an Indiana Governmental Unit and is exempt from Indiana Sales Tax. Our certificate number is 0002374382-001.**

Upon checkout, hotel management must submit to IHCD A a detailed final folio showing all charges incurred for each guest room as documentation for invoicing. Submit all invoices via email to DisasterRelief@ihcda.in.gov.