



# Community Service Time Sheet

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ClevelandHousingAuthority.org   

I understand that I must perform **eight (8) hours** of community service per month in order to meet the requirements of the lease agreement, and be allowed to have the lease renewed at annual recertification.

I also understand that the hours will be verified by the Cleveland Housing Authority as to where the community service was performed and how many hours were completed.

**If community service hours can not be verified for whatever reason, hours will not be accepted.**

Head of Household: \_\_\_\_\_

Resident: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
[Street Name and Number] [City] [State] [Zip]

Date of Service	Organization Name, Address, & Phone Number	Type of Service Performed	No. of Hours	Authorized Signature
<b>Total Hours</b>				

Verified by CHA Employee: \_\_\_\_\_ Date Verified: \_\_\_\_\_

- Time sheets must be turned in by the end of the month, each and every month.
- If time sheets are lost and/or you do not return them to the office, you will not be given credit for your hours.
- It will be your responsibility to get a new sheet signed.