



## Instructions for Submitting Applications for Assistance

All applications can be located on [www.leegov.com/dhs](http://www.leegov.com/dhs).

Mail / Drop off address: **Lee County Human and Veteran Services**  
**2440 Thompson Street**  
**Fort Myers, FL 33901**

### Homelessness Prevention

#### Email:

1. Click on application link
2. Save file to a location on your computer
3. Complete fillable form
4. Save
5. Scan or take photos of all required supporting documentation
6. Attach completed form and support documents to email
7. Send via email to [INTAKEHS@leegov.com](mailto:INTAKEHS@leegov.com)

#### Mail

1. Click on application link
2. Print document
3. Fill out form neatly
4. Please **make copies of supporting documentation** \*Photos or scanned copies can also be emailed\*
5. Put in envelope addressed to the location above, with "Attention: INTAKE"
6. Mail with proper postage

#### Drop Off

1. Click on application link
2. Print document
3. Fill out form neatly
4. Please **make copies of supporting documentation** \*Photos or scanned copies can also be emailed\*
5. Put document and all necessary paperwork into an envelope with "Attention: INTAKE" on the front
6. Bring to Lee County Human and Veteran Services
7. Place in drop box outside the building

**\*\*\* Applications may also be picked up from the boxes located outside of Lee County Human and Veteran Services and dropped off in the drop box outside of Lee County Human and Veteran Services once completed\*\*\***