

FOR CASE MANAGERS & SOCIAL WORKERS

Refer a family in under *five* minutes.

All referrals go through the contact page. No printing, no scanning, no email attachments — one link and you're done.

SUBMIT ONLINE

birdieshousecd.org/contact · Email leasing@birdieshousecd.org · Phone (202) 656-9668

WHAT YOU'LL NEED ON HAND

- **Your details** — name, organization, role, email, phone.
- **Family contact** — primary first name, phone, email, whether we can contact the family directly or route through you.
- **Household** — last name, household size, number of children under 18.
- **Voucher status** — active / in-process / none, issuing agency (DCHA, PG, etc.), bedroom size on voucher.
- **Search criteria** — ward preference, school priorities, accessibility needs, target move-in date.
- **Notes** — anything we should know about the family's situation, including risk flags and supports already in place.

AFTER WE RECEIVE YOUR REFERRAL

- 01 Intake confirmation within one business day.
- 02 Coordinator calls or emails the family directly (or via you, your call).
- 03 Match to a unit → walk-through with landlord → application + HAP packet to DCHA.
- 04 Milestone updates emailed to you at every step — opt out anytime.
- 05 Move-in confirmation, with any flags worth your attention noted.

IF A PLACEMENT BREAKS DOWN

Day-to-day issues post move-in route to the property's management company directly, not Birdie's House. We escalate housing-stability flags back to you on request — say the word at intake.

Birdie's House is a coordinator facilitating the lease between a renter and a landlord. We are not brokers, lessors, inspectors, or property managers. Source-of-income neutral. Fair Housing compliant. DC nonprofit, 501(c)(3) status pending with the IRS.