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| */* N/A  √ | *Required Documents in Client File* | *Comments*  *(Date received, etc.)* |
|  | Application |  |
|  | General Authorization to Release form |  |
|  | HMIS Release of Information form |  |
|  | HMIS Intake form(s) for all household members |  |
|  | Client Verification of Receipt of Required Documents form |  |
|  | Homelessness Eligibility Verification Checklist |  |
|  | Homelessness status supporting source documentation or forms |  |
|  | Income documentation (Prevention only unless required by agency program or when rapid rehousing rent based on income) |  |
|  | Income calculations – documentation of how income was calculated – if required as indicated above. Prevention must be less than 30% AMI to qualify for ESG. |  |
|  | Initial Client Housing Plan form |  |
|  | Habitability Inspection form (required whenever the client is assisted to stay in a unit or with a move to another unit. |  |
|  | Lead Screening Worksheets (except for units constructed post 1978, required same as Habitability Inspection as indicated above) |  |
|  | Copy of Lease – required when paying rent and rental arrears, however if no written lease available for arrears, documentation of an oral agreement and other financial records, rent ledgers, or cancelled checks from the landlord will suffice |  |
|  | If Housing Relocation and Stabilization Services – source documentation of expense and other documentation as indicated below:  \_\_\_\_\_Rental application fee assistance  \_\_\_\_\_Utility deposit or utility payment (including arrears)  \_\_\_\_\_Moving cost assistance, and \_\_\_\_\_ Evidence procurement policy followed  \_\_\_\_\_Legal assistance, and \_\_\_\_\_ Evidence of license/good standing with bar  \_\_\_\_\_Credit repair assistance  \_\_\_\_\_Housing Search and Placement  \_\_\_\_\_Case management  \_\_\_\_\_Security Deposits |  |
|  | If Rental Assistance \_\_\_\_\_short term \_\_\_\_\_ medium term \_\_\_\_\_arrears  \_\_\_\_\_Rental Assistance Agreement  \_\_\_\_\_ESG Rent Reasonableness Checklist  \_\_\_\_\_Utility Allowance Chart  \_\_\_\_\_ Printout of HUD’s current FMR data  \_\_\_\_\_ Income based rental assistance - income/rent calculation |  |
|  | Client Housing Plan Update – completed at the minimum once per month case management meeting. |  |
|  | Recertification \_\_\_\_\_ Prevention (quarterly) \_\_\_\_\_Rapid Rehousing (annually)  \_\_\_\_ Recertification application  \_\_\_\_ Homelessness Eligibility Verification Checklist  \_\_\_\_ Homelessness status supporting source documentation or forms  \_\_\_\_ Income documentation  \_\_\_\_ Income calculation  \_\_\_\_ Habitability Inspection (ongoing assistance requires re-inspection)  \_\_\_\_ Lead Screening Worksheets, if applicable  \_\_\_\_ Written notification of recertification outcome sent to client  \_\_\_\_ HMIS Interim Form (annually) |  |
|  | Case Management notes |  |
|  | Client Plan to Retain Housing – completed at exit |  |
|  | Documentation of termination of assistance, if applicable |  |
|  | HMIS Exit form |  |