

Verification of Receipt of Required Documents

RE: _____ SSN XXX-XX-
Applicant's Name (print) (last four digits)

It is required that the client be provided with the information listed below. The client's signature on this document when maintained in the client file will serve as proof of delivery to the client. Check all applicable actions below. The client must initial after each checked box.

- _____ Notification of Rights to Fair Housing information provided and reviewed
- _____ Anti-Discrimination Policy provided and reviewed
- _____ Personal Privacy Protection Policy information provided and reviewed
- _____ Confidentiality Agreement provided and reviewed
- _____ Grievance Policy and Appeals Process provided and reviewed
- _____ Termination Policy provided and reviewed
- _____ Program Policies and Rules provided and reviewed
- _____ Dangers of Lead Based Paint information provided and reviewed
- _____ VAWA Notice of Occupancy Rights (Form HUD-5380)
- _____ VAWA Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternative Documentation (Form HUD-5382)

I certify that I have provided the client with the information and policies noted above. I have reviewed all documents/publications indicated and allowed the client opportunity to ask questions regarding these documents to ensure a thorough understanding of the information.

Signature of intake staff or case manager Date

*******ALL ADULT HOUSEHOLD MEMBERS MUST SIGN THIS DOCUMENT*******

I/We understand that KHC and/or HUD may review the information contained in my/our file in order to verify my/our eligibility for the program or for auditing purposes.

I/we certify that I/we have received the documents noted above. I/we was provided the opportunity to ask questions and have those questions answered satisfactorily.

Applicant Signature Date

Other Adult Household Member Signature Date

