

**HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM
RE-HOUSING CLIENT FILE CHECKLIST**

NAME: _____ **Client ID No.:** _____
(Head of Household) **DATE:** _____

Client Information (Section 1) (All Documents Required)

- _____ Intake
- _____ Assessment
- _____ Housing Plan
- _____ Case Notes
- _____ Identification Documentation
- _____ 214 Status (HPRP Form No. 1)

Documentation (Section 2)

- _____ Waiver - Transitional Housing (HPRP Form No. 14)
- _____ Homeless Certification (HPRP Form No. 17) (Must first attempt 3rd party)
- _____ Self-Declaration of Housing Status (HPRP Form No. 18)
- _____ Documentation of Utility Payments (Copies of Utility Bills)
- _____ Waiver of State Emergency Relief (SER) Denial Letter (HPRP Form No. 15)
- _____ Copy of State Emergency Relief (SER) Application or Denial Letter
- _____ Letters Substantiating other Prevention Application
- _____ Documentation of Full-Time Student Status
- _____ Staff Affidavit (HPRP Form No. 16)

Income (Section 3)

- _____ Verification of Income (HPRP Form #20) (Must first attempt 3rd party)
- _____ Self-Declaration of Income (HPRP Form #19) (Must complete if household income is zero)
- _____ Calculation Worksheet (HPRP Form No. 2)
- _____ Verification of Income/Quarterly Review (HPRP Form No. 3) (Documentation of Income Change)
- _____ Adjustment Notification to Landlord (HPRP Form No. 4)

Housing Documents (Section 4)

- _____ Lease (Must have if providing financial assistance)
- _____ Lease Approval (HPRP Form No. 5)
- _____ Rent Reasonableness (HPRP Form No. 6) (Required if providing leasing assistance and/or security deposit)
- _____ Notice of Inspection (HPRP Form No. 7)
- _____ Inspection Deficiencies Notice (HPRP Form No. 8)
- _____ Delayed Exterior Repair Agreement (HPRP Form No. 8A)
- _____ HQS Inspection Forms (HPRP Form No. 9 & 9A)
- _____ Owner Certification – Lead Paint (HPRP Form No.10)
- _____ Summary Notice of Lead-Based Paint Risk Assessment (HPRP Form No. 11)
- _____ Disclosure of Information on Lead-Based Paint and its Hazards (HPRP Form No. 12)

____ W-9 (HPRP Form No. 13)