

CoC Rental Assistance Program

Required Documents Checklist

Name _____ HMIS ID# _____ Contract# _____

Please check: New Application Recertification Current Participant/New address

Eligibility/ROI Information

- CoC Rental Assistance Processing checklist
- CAN Referral Form (upon entry/admission)
- CoC Homeless Verification Form and supporting documents-*rev. 02/08/23* (upon entry)
- Disabling Condition Verification Form- *rev.02/08/23* (upon entry)
- HMIS Release of Information- *rev.01/10/22* (upon entry & at recertification)
- Agency HIPPA Release of Information (upon entry & at recertification)
- Federal Privacy Act

Housing Payment Authorization

- Form New Admission Summary- *rev.9/18* (upon entry & at recertification)

Contract/Lease Documents

- W-9- *rev.10/18* (upon entry & if ownership changes)
- Vendor Form- *rev.04/10* (upon entry & if owner changes)
- Lease-*rev. 02/01/16* (upon entry & annually at recertification)
- Contract- *rev.03/03/23* (upon entry & at recertification TRA only)
- Owners Assurance Form (annually at recertification)
- Contract Amendment (if applicable)
- Owners Authorization to Sign (if applicable)
- Partnership Agreement (if applicable)
- Corporate Resolution (if applicable)

Income Certification

- Calculation Worksheet-*rev.09/22/20* (upon entry, at recertification and if income changes)
- Income verification documents (paystubs, TPQY, etc.)

Certificate/Rental Unit Information

- Certificate (upon entry)
- Lead Paint Notice (upon entry & at recertification)
- Occupancy Continuation Form-*rev.10/3/18* (annually at recertification)
- Request for Lease Approval (upon entry and when moving)
- HQS Inspection Form-*rev.7/01/19 exp.07/31/22* (required by HUD at entry, annually at recertification and exit)
- Rent Reasonableness Form-*rev.02/26/20* (upon entry & annually at recertification)
- Applicant Bill of Rights adopted 01/20/2023 (upon entry & annually at recertification-original to applicant and signed copy in file)
- VAWA form (upon entry & annually at recertification)
- Termination from Hearth (upon entry & annually at recertification)
- Grievance Policy

Housing Correspondence

- Application approval letter
- Annual recertification letter
- Payment letter (original to tenant, copy to landlord, copy in file)
- Discharge letter (at exit/termination from program)

