**CoC Rental Assistance Program**

**Required Documents Checklist**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HMIS ID# \_\_\_\_\_\_\_\_\_\_ Contract# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please check:** New Application □ Recertification □ Current Participant/New address □

**Eligibility/ROI Information**

* CAN Referral Form (upon entry/admission)
* Homelessness Verification Form and supporting documents-*rev. 2/8/23* (upon entry)
* Disabling Condition Verification Form- *rev. 2/8/23* (upon entry)
* HMIS Release of Information- *rev. 1/10/22* (upon entry & at recertification)
* Agency HIPAA Release of Information (upon entry & at recertification)
* Federal Privacy Act

**Housing Payment Authorization**

* Form New Admission Summary- *from Workbook* (upon entry & at recertification)

**Contract/Lease Documents**

* W-9- *rev.10/2018* (upon entry & if ownership changes)
* Vendor Form- *rev. 4/2010* (upon entry & if owner changes)
* Lease- *from Workbook* (upon entry & annually at recertification)
* Contract- *from Workbook* (upon entry & at recertification TRA only)
* Owners Assurance Form (annually at recertification)
* Contract Amendment- *from workbook* (if applicable)
* Owners Authorization to Sign (if applicable)
* Partnership Agreement (if applicable)
* Corporate Resolution (if applicable)

**Income Certification**

* Calculation Worksheet- *from Workbook* (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- *from Workbook* (annually at recertification)
* Request for Lease Approval (upon entry and when moving)
* HQS Inspection Form-*rev. 7/19 exp.7/31/22* (required by HUD at entry, annually at recertification and exit)
* Rent Reasonableness Form-*from Workbook* (upon entry & annually at recertification)
* Participant Bill of Rights adopted 4/22/2016 (upon entry & annually at recertification-original to applicant

and signed copy in file)

* VAWA form- *from Workbook* (upon entry & annually at recertification)
* Termination from Hearth (upon entry & annually at recertification)
* COC Grievance Policy (upon entry & annually at recertification)
* COC Emergency Transfer Plan (upon entry & annually at recertification)
* Agency Emergency Transfer Plan (upon entry & annually at recertification)

**Housing Correspondence**

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

Rev. 3/13/24