



## Eviction Prevention and Intervention Coalition File Checklist

- Client Identification
- Copy of Access Card (if applicable)
- Copy of eviction notice
- EPIC Program Agreement
- Income documentation (paystubs, benefits statement, or self-declaration form)
- Clarity Release of Information
- EPIC Limited Representation Waiver
- Waiver of conflict of interest, if applicable
- Screening Tool
- Intake Interview notes
- Lease
- Copy of case documentation (if available)
- Housing Stability Plan
- Proof of Referrals
- Monthly Budget
- EPIC Settlement Agreement, if applicable
- EPIC Waiver of Possession, if applicable
- Payment request form packet
- Proof of Payment
  - EPIC Provider and Tenant
- Proof of Inspection
  - Photos
  - Minimum Habitability Standard for Housing Form
- EPIC Client Rights & Responsibilities Form
- Clarity HMIS Notes & Follow-Ups
- Exit Plan