**Your Way Home- Rapid Rehousing File Checklist**

**Indicate each document that has been added to the file on the line provided.   
The line should be blank next to any document that is missing.**

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| Client Name: | Clarity ID: |
| Assigned HSC: | **Enrollment Date:** |

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| Intake Documents | | Notes |
| Head of Household Identification | \_\_\_\_\_HOH ID (minimum requirement)  \_\_\_\_\_HOH Birth Certificate  \_\_\_\_\_HOH Social Security Card |  |
| Household Member Identification | Total Household Members: \_\_\_\_\_\_\_  \_\_\_\_\_ID (household members over 18)  \_\_\_\_\_Birth Certificates for all  \_\_\_\_\_Social Security Cards for all  Note any missing documentation. |  |
| Clarity Consent Form | \_\_\_\_\_Completed and Signed |  |
| Certification of Income Eligibility | \_\_\_\_\_Completed and Signed |  |
| Housing Search Planner | \_\_\_\_\_Completed and Signed |  |

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| Move-In Documents | | Notes |
| Cover Page | \_\_\_\_\_Completed and Signed |  |
| Rent Reasonableness Form | \_\_\_\_\_Completed and Signed |  |
| Landlord W-9 Form | \_\_\_\_\_Completed and Signed |  |
| Tax Lien Search | \_\_\_\_\_Downloaded and printed from the Montgomery County website |  |
| Full Copy of Inspection Report or Signed PH Minimum Habitability Checklist | \_\_\_\_\_HQ Inspection Request  \_\_\_\_\_ Inspection Summary  \_\_\_\_\_Full Inspection Report from MCHA  \_\_\_\_\_Signed Minimum Habitability Checklist (for COVID Waivers) |  |
| Fully Executed Lease | \_\_\_\_\_Signed by Client  \_\_\_\_\_Signed by Landlord |  |
| Lead Paint brochure receipt | \_\_\_\_\_Completed and Signed |  |
| Move-In Note in Clarity | \_\_\_\_\_Completed |  |

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| Recertification Documents-  to be completed every 3 months | | Notes |
| Rental Agreements | \_\_\_\_\_ Move In/Initial  \_\_\_\_\_Recertification 1  \_\_\_\_\_Recertification 2  \_\_\_\_\_Recertification 3  \_\_\_\_\_Recertification 4  \_\_\_\_\_Recertification 5  \_\_\_\_\_Recertification 6  \_\_\_\_\_Recertification 7  \_\_\_\_\_Recertification 8  \_\_\_\_\_Recertification 9  \_\_\_\_\_Recertification 10 |  |
| Proof of Income | \_\_\_\_\_Initial  \_\_\_\_\_Recertification 1  \_\_\_\_\_Recertification 2  \_\_\_\_\_Recertification 3  \_\_\_\_\_Recertification 4  \_\_\_\_\_Recertification 5  \_\_\_\_\_Recertification 6  \_\_\_\_\_Recertification 7  \_\_\_\_\_Recertification 8  \_\_\_\_\_Recertification 9  \_\_\_\_\_Recertification 10 |  |
| Proof of Benefits  (Updated as changes occur) | \_\_\_\_\_TANF \_\_\_\_\_SNAP \_\_\_\_\_Medicare/Medicate \_\_\_\_\_SSI/SSDI  Other Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Budget | \_\_\_\_\_Intake  \_\_\_\_\_Move-In  \_\_\_\_\_Recertification 1  \_\_\_\_\_Recertification 2  \_\_\_\_\_Recertification 3  \_\_\_\_\_Recertification 4  \_\_\_\_\_Recertification 5  \_\_\_\_\_Recertification 6  \_\_\_\_\_Recertification 7  \_\_\_\_\_Recertification 8  \_\_\_\_\_Recertification 9  \_\_\_\_\_Recertification 10 |  |
| Housing Stability Plan | \_\_\_\_\_Initial  \_\_\_\_\_Recertification 1  \_\_\_\_\_Recertification 2  \_\_\_\_\_Recertification 3  \_\_\_\_\_Recertification 4  \_\_\_\_\_Recertification 5  \_\_\_\_\_Recertification 6  \_\_\_\_\_Recertification 7  \_\_\_\_\_Recertification 8  \_\_\_\_\_Recertification 9  \_\_\_\_\_Recertification 10 |  |
| Case Notes | \_\_\_\_\_Recertification 1  \_\_\_\_\_Recertification 2  \_\_\_\_\_Recertification 3  \_\_\_\_\_Recertification 4  \_\_\_\_\_Recertification 5  \_\_\_\_\_Recertification 6  \_\_\_\_\_Recertification 7  \_\_\_\_\_Recertification 8  \_\_\_\_\_Recertification 9  \_\_\_\_\_Recertification 10 |  |
| Case Note Contents | Document correspondence with landlords and clients  Note any missing or inappropriate case notes. |  |
| Client Payment Documentation | \_\_\_\_\_Recertification 1  \_\_\_\_\_Recertification 2  \_\_\_\_\_Recertification 3  \_\_\_\_\_Recertification 4  \_\_\_\_\_Recertification 5  \_\_\_\_\_Recertification 6  \_\_\_\_\_Recertification 7  \_\_\_\_\_Recertification 8  \_\_\_\_\_Recertification 9  \_\_\_\_\_Recertification 10 |  |

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| Program Exit Documents- if applicable | | Notes |
| Program Exit Plan | \_\_\_\_\_Completed and Signed |  |
| Exit Letter | \_\_\_\_\_ Provided to Landlord  \_\_\_\_\_\_ Provided to Client |  |
| Final Budget | \_\_\_\_\_Completed |  |
| Proof of Receipt of Grievance Procedure | \_\_\_\_\_Completed and Signed |  |
| Program Exit Note in Clarity | \_\_\_\_\_Completed |  |

**Additional Comments/Notes**