



Documentation Checklist

- _____ 1. ESG Assistance Checklist
- _____ 2. Application
- _____ 3. “But-For” Criteria (Narrative & verification as needed)
- _____ 4. Income Verification
- _____ 5. Asset Verification
- _____ 6. Birth Certificates (all household members) or SAVE verification
- _____ 7. Homeless Certification
- _____ 8. Verification of Imminent Risk Form (HP Only)
- _____ 9. Eviction Notice (Homeless Prevention Only)
- _____ 10. Lease Agreement
- _____ 11. Affidavit of Arrears (Homeless Prevention Only)
- _____ 12. Rental Payment Ledger (Homeless Prevention Only)
- _____ 13. Rental Assistance Agreement
- _____ 14. Rent Reasonableness Checklist & FMR
- _____ 15. Habitability Standards Checklist
- _____ 16. Lead-Based Paint Checklist
- _____ 17. Termination of Assistance Agreement
- _____ 18. Entered in HMIS/Comparable Database
- _____ 19. Cancelled Checks (front and back)
- _____ 20. Landlords: SAM.gov non-debarment/suspension verification