



Documentation Checklist

1. HOME-ARP Assistance Checklist
2. Application **completed and signed**
3. “But-For” Criteria (Narrative for QP 2 and QP4)
4. Income Verification (QP 2 and QP4)
5. Asset Verification (if available)
6. Lease Agreement **signed**
7. Eviction Notice (QP2, QP4.(2))
8. Affidavit of Arrears (QP2, QP4.(2))
9. Rental Payment Ledger (QP2, QP4.(2))
10. FMR
11. Rent Reasonableness Checklist, must select lowest unit
12. Habitability Standards/NSPIRE
13. Lead-Based Paint Checklist
14. Termination of Assistance Agreement
15. Homeless Verification (QP1)
16. Cancelled Checks and bills for payment
17. Documentation to support “At Risk of Homelessness” (QP2 and QP 4 (2))
18. Verification of waitlist.