



Indiana Housing & Community Development Authority

Emergency Solution Grant (ESG)

Homeless Prevention (HP)

Client File Checklist

- **Copy of client's ID** (driver's license, state ID card, passport, birth certificate...)
- **At Risk of Homelessness Documentation Form** (along with supporting documentation)
- **Program Agreement**
- **Client Grievance and Termination Policy** (This can appear as a stand-alone document or as part of the client's Program Agreement.)
- **Entry Assessments** in HMIS / DV ClientTrack
- **Exit Assessments** in HMIS / DV ClientTrack
- **Income Documentation** (paystubs, benefits letters, zero income affidavits, etc...)
- **Income and Rent Calculation Worksheet(s)\***
  - \*(Include the initial worksheet for sure and include interim and/or annual worksheets if applicable)
- **Rent Reasonable Valuations** (Retain the printout from [Affordablehousing.com](http://Affordablehousing.com).)
- **HUD Fair Market Rent Documentation System** (Please note the FMR for the unit in question in the upper right corner of the Income & Rent Calculation Worksheet.)
- **Housing Quality Standards (HQS) Inspection Checklist - HUD Form 52580**
- **Lead Safe Housing Requirements Screening on Exemption or Limited Exemption** form
- **Disclosure of Information on Lead-based Paint and/or Lead-based Paint Hazards** form
  - (If applicable – see [24 CFR 35.88](http://24CFR35.88) for guidance.)
- **Agreement for Ongoing Maintenance Activities Related to LBP Requirements**
  - (If applicable – see [24 CFR 35.1355](http://24CFR35.1355) for guidance.)
- **Housing Stability Plan**
- **Copy of Signed Lease**
- **Rental Assistance Payment (RAP) Contracts\***
  - \*(Present in the client's file, there should be: Request for Unit Approval, Tenant & Subrecipient RAP, Subrecipient & Landlord RAP, VAWA Lease Addendum.)
- **Record of services provided to client** (These should be recorded in HMIS/DV ClientTrack.)
- **Case Notes** (if not accessible via HMIS/ DV ClientTrack)