

ESG RR Client Checklist

Inside Cover: ESG RR Client Checklist

Tab 1: Case Management & Services Provided

- _____ I -Hope for housing options (I-HOPE tool)
- _____ Identification: Copy of government issued proof of citizenship (birth certificate, social security card, drivers license, passport). *Valid ID required for units of government and for recipients of financial assistance*
- _____ Housing Assessment Initial & Initial Housing Plan: Arizona Matrix tool in HMIS (completed at least 1x month)
- _____ Housing Search & Placement
- _____ Case Management & Services (1x month minimum)
- _____ Non-housing Referrals (to mainstream resources and other agencies)
- _____ Housing Referrals (to permanent housing using I-HOPE tool). Form letter or contact info.
- _____ Correspondence & Case Notes

Tab 2: Eligibility- Documentation of Need

Documentation of homelessness

- _____ Homeless Documentation form
- _____ Disability Documentation form
- _____ Shelter or Transitional Housing Referral Documentation
- _____ Other documentation _____

Tab 3: Eligibility- Income

- _____ Income Verifications (third party documentation preferred)
- _____ Disability Documentation form (if claiming disability allowance)
- _____ Zero Income Affidavits
- _____ Expenses Documentation (*if needed-disabled households only for medical and attendant care deduction*)
- _____ Other Income Correspondence
- _____ Rent Calculation form

Tab 4: Financial Assistance Information

Rental Assistance

- _____ Completed & passed habitability inspection
- _____ Annual re-inspection (if rent assistance exceeds 12 mnths.)
- _____ Initial Request for Unit Approvals (landlord & tenant)
- _____ Rental Assistance Agreement (tenant & subrecipient)
- _____ Rent reasonable checklist & certification -
- _____ Lead-free paint disclosure (if required)
- _____ Lease Addendum, signed, dated (landlord & tenant)
- _____ Lease –signed, dated (landlord & tenant)
- _____ Rental Assistance Program Agreement (landlord & subrecipient)

Utility Payments

- _____ Utility assistance documentation
- _____ Utility correspondence & obligation
- _____ Utility arrears documentation- shows how arrears are preventing participant from obtaining housing

Security and Utility Deposits

- _____ Account documentation from utility
- _____ Security Deposit documentation

Moving Costs

- _____ Time monitoring of storage not to exceed 3 months
- _____ Documentation of reasonable costs for moving/ storage expenses
- _____ Documentation of why storage and/or truck rental is necessary
- _____ If short term storage fees, document plan of where items will be stored after 3 months

Tab 5: Other Services

- _____ **Legal Services:** Documentation of legal services provided by lawyer or person supervised by lawyer dealing with matters related to tenant/landlord issues.
- _____ **Credit Repair:** Documentation of household budgeting assistance, money management, accessing free credit report and resolving personal credit issues. Debt payment NOT allowed.
- _____ **Mediation:** Documentation of mediation between the participant and the owner to prevent from losing permanent housing in which participant currently resides