



**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM
CLIENT FILE CHECKLIST**

NAME: _____ **DATE:** _____ **Client ID No.:** _____
(Head of Household)

Client Information (Section 1)

- _____ Intake
- _____ Assessment (Determine Prevention or Re-housing)
- _____ Housing Plan
- _____ Case Notes
- _____ Identification Documentation
- _____ 214 Status (HPRP Form No. 1 – Prevention & Re-housing)

Documentation (Section 2)

- _____ Waiver - Transitional Housing (HPRP Form No. 14)
- _____ Homeless Certification (HPRP Form No. 17)
- _____ Self-Declaration of Housing Status (HPRP Form No. 18)
- _____ Documentation of Eviction
- _____ Documentation of Utility Shut-off
- _____ Waiver of State Emergency Relief (SER) Denial Letter (HPRP Form No. 15)
- _____ Copy of State Emergency Relief (SER) Application or Denial Letter
- _____ Letters Substantiating other Prevention Application
- _____ Documentation of Full-Time Student Status
- _____ Staff Affidavit (HPRP Form No. 16 – Prevention & Re-housing)
- _____ Homeless "But For" HPRP Assistance (HPRP Form No. 21 – Prevention & Re-housing)

Income (Section 3)

- _____ Verification of Income (HPRP Form #20)
- _____ Self-Declaration of Income (HPRP Form #19)
- _____ Calculation Worksheet (HPRP Form No. 2 – Prevention & Re-housing)
- _____ Verification of Income/Quarterly Review (HPRP Form No. 3 – Prevention & Re-housing) (Documentation of Income Change)
- _____ Adjustment Notification to Landlord (HPRP Form No. 4 – Prevention & Re-housing)

Housing Documents (Section 4)

- _____ Lease
- _____ Lease Approval (HPRP Form No. 5 – Re-housing)
- _____ Rent Reasonableness (HPRP Form No. 6 – Prevention & Re-housing)
- _____ Notice of Inspection (HPRP Form No. 7 – Prevention & Re-housing)
- _____ Inspection Deficiencies Notice (HPRP Form No. 8 – Re-housing)
- _____ Delayed Exterior Repair Agreement (HPRP Form No. 8A)
- _____ HQS Inspection Forms (HPRP Form No. 9 & 9A– Re-housing)
- _____ Owner Certification – Lead Paint (HPRP Form No.10 – Prevention & Re-housing)
- _____ Summary Notice of Lead-Based Paint Risk Assessment (HPRP Form No. 11-
Prevention & Re-housing)
- _____ Disclosure of Information on Lead-Based Paint and its Hazards (HPRP Form
No. 12 – Prevention & Re-housing)
- _____ W-9 (HPRP Form No. 13 – Prevention & Re-housing)