**TBRA Client File Checklist**

**Client Information**

|  |  |
| --- | --- |
| HMIS ID #: |  |
| Entry Date: |  | Exit Date: |  |

**Services Provided** *(check all that apply)*

[ ]  Security Deposit Assistance

[ ]  Rental Assistance

[ ]  Utility Assistance

**Required Documents**

|  |
| --- |
| INTAKE AND ASSESSMENT |
|  | TBRA Application |
|  | Initial Income Determination |
|  | 3rd Party Income Documentation |
|  | Zero-Income Affidavit (if applicable)  |
|  | Verification of Homelessness or At-Risk of Homelessness |
|  |  Self-Certification of Homelessness (if applicable) |
|  | TBRA Briefing Notification |
|  | Rental Assistance Coupon |
|  | Client Program Agreement |
| LEASING |
|  | Request for Unit Approval  |
|  | Rent Payment Standard  |
|  | Rent Reasonableness Assessment Form |
|  | Comparable Unit Documentation |
|  | Rent Subsidy Calculation |
|  | Utility Allowance Schedule  |
|  | Initial HQS Inspection (must be passed) |
|  |  If initially failed, utilize new HQS inspection form  |
|  | Lease and Lease Addendum |
|  | VAWA Lease Addendum  |
|  | Rental Assistance Contract |
| OTHER DOCUMENTATION |
|  | Termination and Grievance Policy |
|  | VAWA Notifications (HUD-5380 & HUD-5382 forms) |
|  | Releases of Information for All Household Adults (program & Clarity) |
|  | Lead-Based Paint Rental Disclosure |
|  | Case Notes (if applicable)  |
| ANNUAL RECERTIFICATION |
|  | Annual Income Recertification and 3rd Party Income Documentation  |
|  | Annual HQS Reinspection (must be passed)  |
|  |  If initially failed, utilize new HQS inspection form |
|  | Contract Renewal Explanation (over 24 months)  |