

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	
3 rd Party Income Documentation	
Zero-Income Affidavit (if applicable)	
Statement of Homelessness or At-Risk of Homelessness	
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	
Rent Assistance Payment Documentation (dates, amounts, expenses, & occupancy)	
Case Notes (if applicable)	
ANNUAL RECERTIFICATION	
Annual Income Recertification and 3 rd Party Income Documentation	
Annual HQS Reinspection (must be passed)	
If initially failed, utilize new HQS inspection form	
Contract Renewal Explanation (over 24 months)	