

TBRA Client File Checklist

Client Information

Household Name:			
HMIS ID #:			
Entry Date:		Exit Date:	

Services Provided *(check all that apply)*

- Security Deposit Assistance
- Rental Assistance
- Utility Assistance

Required Documents

INTAKE AND ASSESSMENT	
	Provider Application/Intake Form
	Income Determination/Cost Calculation Form
	3 rd Party Income Documentation
	Verification of Homelessness or At-Risk of Homelessness
	TBRA Briefing Notification
	Rental Coupon
	Client Program Agreement
LEASING	
	Request for Tenancy Approval
	Rent Reasonableness Assessment Form
	Comparable Unit Documentation
	Fair Market Rent (FMR) Documentation
	Utility Allowance Worksheet
	Rent Subsidy Calculation
	Initial HQS Inspection (must be passed)
	Lease and Lease Addendum
	VAWA Lease Addendum
	Rental Assistance Payment Contract
OTHER DOCUMENTATION	
	Termination and Grievance Policy
	VAWA Notifications (HUD-5380 & HUD-5382)
	Releases of Information for All Household Adults (program and Clarity)
	Annual Income Recertification and 3 rd Party Income Documentation (if applicable)
	Annual HQS Reinspection (must be passed) (if applicable)
	Contract Renewal Explanation (over 24 months) (if applicable)
	Lead-Based Paint Rental Disclosure Form
	Case Notes (if applicable)