

Voucher: \_\_\_\_\_

Location: \_\_\_\_\_

**SHELTER PLUS CARE APPLICANT CHECKLIST**

Applicant Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Application Date: \_\_\_\_\_

Admission Date: \_\_\_\_\_

TOP TO BOTTOM	Specialist	Supervisor
Recommendation memorandum to Sherika, Julia, Lynn	Y__ N__	Y__ N__
Disability certification	Y__ N__	Y__ N__
Homeless certification	Y__ N__	Y__ N__
Supplemental and Optional Contact Information (HUD 92006)	Y__ N__	Y__ N__
SAVE System Verification (if applicable)	Y__ N__	Y__ N__
EIV Tenant Search Report	Y__ N__	Y__ N__
Summary Application Sheet	Y__ N__	Y__ N__
Totals Screen Sheet	Y__ N__	Y__ N__
Request for Information Letters	Y__ N__	Y__ N__
Applicant Interview Questionnaire	Y__ N__	Y__ N__
Social security card	Y__ N__	Y__ N__
Birth Certificate	Y__ N__	Y__ N__
Proof of Eligible Immigration Status	Y__ N__	Y__ N__
Assets (3 <sup>rd</sup> party log & verifications for discrepancies )	Y__ N__	Y__ N__
No Asset Certification ( If Applicable)	Y__ N__	Y__ N__
Tenant provided documentation	Y__ N__	Y__ N__
Income (3 <sup>rd</sup> party log & verifications for discrepancies)	Y__ N__	Y__ N__
No Income Certification (If Applicable)	Y__ N__	Y__ N__
Tenant provided documentation	Y__ N__	Y__ N__
Verification of Schooling – Educational/Training Programs	Y__ N__	Y__ N__
Not an offer of assistance letter	Y__ N__	Y__ N__
One Strike Policy	Y__ N__	Y__ N__
VAWA Notification	Y__ N__	Y__ N__
Authorization for Release of Information (HUD 9886)	Y__ N__	Y__ N__
Proof of Citizenship (214)	Y__ N__	Y__ N__
Debts Owed to PHA & Terminations (HUD 52675)	Y__ N__	Y__ N__
Applicant Tenant Certification	Y__ N__	Y__ N__
Acknowledgement Letter	Y__ N__	Y__ N__
Original application	Y__ N__	Y__ N__
Preferences Sheet	Y__ N__	Y__ N__

Date: \_\_\_\_\_

Specialist Initials: \_\_\_\_\_

Review Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Corrections Needed: \_\_\_\_\_

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