



MHTF-DR Housing Services

Client File Checklist

The following checklist should be utilized as a tool to ensure agency compliance with the MHTF-DR Housing Services requirements. All required documents must be retained in the client's on-site file.

All Housing Services Client Files:

- Consent and Housing Status Certification Form (MHTF-DR 306) including proof of disaster impact
 - Government Issued ID for each household member over the age of 18
 - Social Security Card for each household member over the age of 18
 - Copy of agency's standard intake documentation
 - Non-Duplication of Benefits Form (MHTF-DR 311)
 - Income Verification Worksheet (MHTF-DR 304)
 - Most recent 30 days income documentation for all household members over 18 years old (i.e., paystubs, SSI/SSDI award letter, etc)
 - If proof of income cannot be obtained as a result of the disaster, client must complete a self-declaration of income (MHTF-DR 305). Detailed notes must also be included stating the reason income documentation is not available and the attempts to obtain it.
- *Proof of income must be recertified every 90 days.**
- Service engagement records (case notes)
 - Proof of cleared payment for each assistance payment provided

Rental Assistance and Rental Arrears:

- A fully executed lease agreement that includes the following: Landlord and tenant's name, address of rental property where assistance is being received, amount of monthly rent and security deposit, rent due date, term of lease, and landlord and client signatures
- Landlord/owner W-9
- Landlord/owner proof of ownership (i.e, copy of mortgage bill, homeowners' insurance policy, or property tax statement). If the owner of the property accepts payment via a property management company, a copy of the property management agreement is also required
- Rental Arrears Only:** Copy of ledger from landlord showing the months included in arrears assistance, along with applicable fees
- New Leases Only:** Minimum Standards for Permanent Housing (MHDC-116)
- Hotel/Motel Vouchers Only:** Copy of invoice from the hotel showing the dates covered by MHTF-DR assistance and the total cost of the stay
- Proof of cleared payment for each assistance payment provided

Mortgage Assistance and Mortgage Arrears:

- Copy of deed, property tax statement, or homeowner's policy for the property receiving assistance
- Mortgage Arrears Only:** Copy of past due mortgage statement showing the number of months included in the arrears payment
- Mortgage Assistance Only:** Copy of client's most recent mortgage statement
- Proof of cleared payment for each assistance payment provided

Utility Assistance and Utility Arrears:

- Utility Arrears Only:** Copy of past due utility bill showing the number of months included in the assistance
- Utility Assistance Only:** Copy of client's most recent utility bill
- Proof of cleared payment for each assistance payment provided