

Missouri Housing Trust Fund – Disaster Relief Client File Checklist

Before Missouri Housing Trust Fund – Disaster Relief (MHTF-DR) services can be provided to a client/household, an Agency Representative must ensure the required documents are collected and retained in the on-site client file. The following checklist should be utilized as a tool to ensure client eligibility and agency compliance with the MHTF-DR program.

For detailed instructions on how to complete program forms, please review the Desk Guide and trainings available at: <https://mhdc.com/programs/community-programs/missouri-housing-trust-fund-disaster-relief-mhtf-dr/>

1. All Client Files:

- ☐ Consent and Housing Status Certification Form (MHTF-DR 306)
- ☐ Head of Household's Government issued ID.
 - If Government issued ID is not available, detailed notes of the staff member's attempt to obtain it must be detailed in the client's case notes.
- ☐ 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., SSI/SSDI, award letter, child support statement, etc).
- *Proof of income must be recertified every 90 days.***
 - 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.
- ☐ Service engagement records (case notes)
 - Notes must be dated and detail housing services provided, direct assistance provided, housing plan and referrals.

2. Housing Services Client Files:

Rental Assistance/Arrears:

- ☐ A fully executed lease agreement that includes:
 - Landlord's name, address and phone number and;
 - Address of rental property where assistance is being received;
 - Amount of monthly rent and security deposit;
 - Rent due date and grace period (if any);
 - Term of lease;
 - Landlord and client signature.
- ☐ Landlord/Owner W-9
- ☐ Landlord/Owner proof of ownership (copy of mortgage bill, homeowners' insurance policy, or property tax statement)
- ☐ Proof of damage to rental unit (photos, written statement from client, landlord, or grantee representative)
- ☐ Copy of ledger from landlord showing the months included in the arrears assistance



- ☐ Proof of intent to evict from Landlord (i.e., Notice to Quit, eviction filings, landlord letter)
- ☐ Minimum Standards for Permanent Housing (MHDC-116)
- ☐ Proof of cleared payment

Mortgage Assistance/Arrears:

- ☐ Copy of deed, property tax statement, or homeowner's policy for the property receiving assistance (*must be client's primary residence*)
- ☐ Copy of past due mortgage statement showing the number of months included in the arrears payment
- ☐ Proof of damage to primary residence (photos, written statement from client, landlord, or grantee representative)
- ☐ Proof of cleared payment

Utility Assistance/Arrears:

- ☐ Copy of past due utility bill showing the number of months included in the assistance (arrears)
- ☐ Proof of cleared payment

***These documents are required in addition to the documents listed in**

Section 1 – All Client Files

3. Home Repair Client Files:

All Home Repair Client Files:

- ☐ Copy of deed
- ☐ Copy of most recent property tax statement
- ☐ Copy of most recent mortgage statement
- ☐ Homeowner Certification Form (MHTF-DR 307) with the following documents attached:
 - Homeowner's insurance determination
 - Homeowner's most recent property tax statement
 - Copy of most recent mortgage statement
- ☐ Home Repair Initial Inspection (MHTF-DR 308)
- ☐ Home Repair Final Inspection (MHTF-DR 309)
- ☐ Before and after pictures showing the elements of rehabilitation. Photos must be dated.
- ☐ Proof of cleared payment

Emergency Home Repair:

- ☐ Emergency Home Repair Certification Form (MHTF-DR 310)
- ☐ Invoice of work order detailing the repairs to be performed
- ☐ Before and after pictures showing the elements of rehabilitation. Photos must be dated.
- ☐ Proof of cleared payment

Standard Home Repair:

- ☐ Approved bid/invoice of work order detailing the repairs to be performed
- ☐ Release of Liens completed by the contractor once work has been completed (MHTF-DR 313)
- ☐ Regulatory Agreement signed by the homeowner

***These documents are required in addition to the documents listed in**

Section 1 – All Client Files