

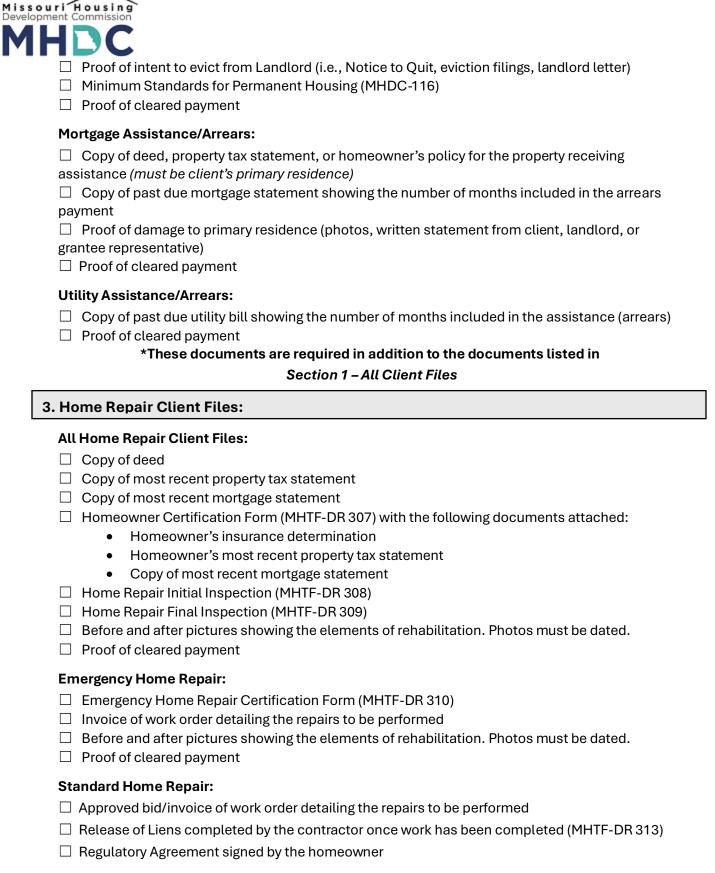
1. All Client Files:

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/

 □ 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:
2. Housing Services Client Files: Rental Assistance/Arrears:
· · · · · · · · · · · · · · · · · · ·
Rental Assistance/Arrears:
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;
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;
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);
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;
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.
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
Rental Assistance/Arrears: A fully executed lease agreement that includes: 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
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
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)



*These documents are required in addition to the documents listed in Section 1 – All Client Files