



MHTF-DR Home Repair Client File Checklist

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

All Home Repair 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.
- Homeowner Certification Form (MHTF-DR-307)
- Home Repair Initial Inspection (MHTF-DR-308)
- Home Repair Final Inspection (MHTF-DR-309)
- Copy of deed
- Copy of most recent property tax statement
- Copy of most recent mortgage statement (if applicable)
- Homeowner's insurance determination letter (if applicable)
- Approved bid or invoice of work order detailing the repairs performed
- Before and after pictures showing the elements of rehabilitation. Photos must be dated.
- Proof of cleared payment for each assistance payment provided
- Service engagement records (case notes)

Standard Home Repair

- Proof of two bids
- Regulatory Agreement signed by homeowner(s) for repairs over \$2,500.00
- Release of Leins (MHTF-DR-313)
- Proof of cleared payment for each assistance payment provided

Emergency Home Repair

- Emergency Home Repair Certification (MHTF-DR-310)
- Proof of cleared payment for each assistance payment provided