



MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM
CLIENT FILE CHECKLIST

NAME: _____ **DATE:** _____ **Client ID No.:** _____
 (Head of Household)

Client Information (Section 1)

- ___ Intake
- ___ Assessment (Determine Prevention or Re-housing)
- ___ Housing Plan
- ___ Case Notes
- ___ Identification Documentation
- ___ 214 Status (HPRP Form No. 1 – Prevention & Re-housing)

Documentation (Section 2)

- ___ Waiver - Transitional Housing (HPRP Form No. 14)
- ___ Homeless Certification (HPRP Form No. 17)
- ___ Self-Declaration of Housing Status (HPRP Form No. 18)
- ___ Documentation of Eviction
- ___ Documentation of Utility Shut-off
- ___ Waiver of State Emergency Relief (SER) Denial Letter (HPRP Form No. 15)
- ___ Copy of State Emergency Relief (SER) Application or Denial Letter
- ___ Letters Substantiating other Prevention Application
- ___ Documentation of Full-Time Student Status
- ___ Staff Affidavit (HPRP Form No. 16)

Income (Section 3)

- ___ Self-Declaration of Income (HPRP Form #19)
- ___ Verification of Income (HPRP Form #20)
- ___ Calculation Worksheet (HPRP Form No. 2 – Prevention & Re-housing)
- ___ Verification of Income/Quarterly Review (HPRP Form No. 3 – Prevention & Re-housing) (Documentation of Income Change)
- ___ Adjustment Notification to Landlord (HPRP Form No. 4 – Prevention & Re-housing)

Housing Documents (Section 4)

- ___ Lease
- ___ Lease Approval (HPRP Form No. 5 – Re-housing)
- ___ Rent Reasonableness (HPRP Form No. 6 – Prevention & Re-housing)
- ___ Notice of Inspection (HPRP Form No. 7 – Prevention & Re-housing)
- ___ Inspection Deficiencies Notice (HPRP Form No. 8 – Re-housing)
- ___ Delayed Exterior Repair Agreement (HPRP Form No. 8A)
- ___ HQS Inspection Forms (HPRP Form No. 9 & 9A– Re-housing)
- ___ Owner Certification – Lead Paint (HPRP Form No.10 – Prevention & Re-housing)
- ___ Summary Notice of Lead-Based Paint Risk Assessment (HPRP Form No. 11- Prevention & Re-housing)
- ___ Disclosure of Information on Lead-Based Paint and its Hazards (HPRP Form No. 12 – Prevention & Re-housing)
- ___ W-9 (HPRP Form No. 13 – Prevention & Re-housing)