

## Shelter Plus Care Chart Review Checklist

Client Name: \_\_\_\_\_ Move-In Date: \_\_\_\_\_ Worker/Agency: \_\_\_\_\_ Grant: \_\_\_\_\_

	Acceptable	Exception	N/A
Application (03/08)			
Disability Verification Form (03/08)			
Homelessness Verification			
DHHS Release (use agency form)			
Shalom House Release (use agency form)			
HMIS Release			
Other Releases			
Fraud Form (LAA specific)			
Definition of Income (LAA specific)			
Landlord Certification (LAA specific)			
Tenant Guidelines & Responsibilities (10/04)			
Support Services Form (03/08)			
Move In Form 18+ (03/08)			
Move In Form 5-17 (03/08)			
Move In Form 0-4 (03/08)			
Recertification Letters (30, 60, 90 day)			
Tenant Correspondence			
Rental Calculation Form (03/08)			
Matches Billing? Month _____			
Utility Allowance (MaineHousing website)			
Statement of No Income			
Social Security Verification			
State Supplement Verification			
Employment Verification & Worksheet (03/08)			
Asset Verification & Worksheet (03/08)			
Presc/Med Exp Verification & Worksheet (03/08)			
Payment Contract			
Rent Comparability Worksheet			
Lease/Occupancy Agreement			
HAP Contract/HAP Amendment			
Residential Lease (LAA specific)			
HQS Inspection (HUD website)			
Current HQS Inspection Date: _____			
Last HQS Inspection Date: _____			
Termination Sheet (03/08)			
Household Move Out Sheet (03/08)			
Termination Letter			

Notes:

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_