

### **Application Checklist**

Applications are not considered complete until all required documents are received and accurate. To avoid delays with application approval, please check that all items noted below are included:

- ☐ Program Application (6 total pages)
  - Service Provider & Applicant Information
  - Housing History & Housing History and Plan Information
  - Rental/ Housing Information
    - Housing Utility Costs – If Applicable
    - Home Furnishings and Household Items – If Applicable
  - Unit Modifications and Medical Equipment – If Applicable, Other Allowable Expenses – Moving Service – If Applicable
  - Home Stretch Housing Assistance Fund Request Summary
  - Home Stretch Housing Assistance Fund Agreement
- ☐ HMIS Release of Information (ROI)
- ☐ HMIS Client Profile and Intake Form\*
- ☐ Documentation of Subsidy (if client is receiving a subsidy)
- ☐ Lease

### **Business Vendor Forms**

Any time an application includes request for first month's rent, security deposit, utility start up costs, unit modifications and/or moving services business vendor forms must also be submitted. These forms can be submitted either by the vendor directly or collected by the service provider and sent with the application materials listed above.

All three (3) business vendor forms must be completed for each vendor:

- ☐ Invoice
- ☐ Business Vendor Add/ Update Form
- ☐ W9

NOTE: Any place requiring a signature throughout these application materials must either be physically signed by the person or completed with a secure electronic verification platform (such as DocuSign).

*\*If this information is already in HMIS and is up to date, you may print these pages and write "updated" with the date the information was verified and the provider's signature.*