

CLIENT FILE CHECKLIST

Client Name: _____

	Name of Document	Check if Present & Complete	Missing & or Incomplete	Comments
	Intake & Assessment Documents			
1	HMIS Release of Information			
2	Homeless Verification			
3	VI-SPDAT			
4	Housing Stability Plan(s) in chronological order			
5	Miscellaneous			
	STEP Program Documents			
1	STEP Application			
2	STEP Authorization for Release of Information			
3	Income Verification(s)			
4	DHHS Match Form			
5	Declaration 214 (s)			
6	Social Security Cards and Identification			
7	STEP Coupon			
8	STEP Obligation Sheet			
9	Additional Correspondence (Emails etc.)			
10	Additional rental information correspondence and or EOP or Termination Letters if applicable			
11	Initial Rental Assistance Payment Letter			
12	Lease Amendment letter (s) & Rent Change letter(s) in chronological order) if applicable			
13	Miscellaneous			

Comments:

Name/Title of Person Completing Monitoring

Date