

## Consolidated Homeless Grant Client File Checklist

Lead/subgrantees must use the CHG Client File Checklist. Programs may create their own checklist if the components of this checklist are included. Documentation must accompany each required CHG Form. If any required CHG Form is kept in another location, this should be noted on the Client File Checklist.

The following forms must be included in each client file, if applicable:

- ☐ Client File Checklist
- ☐ HMIS Consent Form, *if HMIS record contains personally identifying information*
- ☐ DSHS Client Consent Form for BVS
- ☐ CHG Verification of Household Eligibility and Income Recertification Form (with associated documentation)
- ☐ CHG Income Eligibility Worksheet Form
- ☐ Copy of BVS search documenting HEN Referral
- ☐ CHG Targeted Prevention Eligibility Screening Form
- ☐ Landlord Habitability Standard Certification Form for Rent Assistance  
*OR*
- ☐ HSS or HQS Inspection Checklist, including Lead Based Paint Assessment
- ☐ CHG Utility-Only Assistance Form
- ☐ Executed Lease (or rent agreement) for rent subsidies paid to a landlord  
*OR*
- ☐ CHG Certification of Payment Obligation Form for rent subsidies paid to friend or family (no lease)  
*OR*
- ☐ Intent to Rent (if not collecting lease) for assistance paid for move in costs only
- ☐ Rent Reasonableness Form
- ☐ Documentation of rent subsidy amount and determination process
- ☐ Documentation of assessment and housing stability planning
- ☐ Temporary absence information