TBRA Client File Checklist

Documentation must accompany each required TBRA form. If a required form is kept in another location, this should be noted on the Client File Checklist.

Household Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enrollment Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HMIS ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Requirement** | **Staff Initial & Date** |
| Application and referral documents |  |
| HMIS Consent Form |  |
| BVS Consent Form (if applicable) |  |
| Verification of Housing Status Eligibility |  |
| Verification of Income Eligibility – at least two months of back-up documentation |  |
| Rental Assistance Coupon |  |
| Request for Unit Approval |  |
| Documentation of Rent Reasonableness |  |
| HQS Inspection |  |
| Lead-based paint inspection (if applicable) |  |
| Documentation of contact with health district regarding elevated blood levels for children in households (if applicable) |  |
| Written agreement between landlord and contractor |  |
| Written agreement between household and contractor |  |
| Documentation of rent subsidy calculation |  |
| Executed lease between landlord and client |  |
| Staff reviewed lease for compliance with TBRA program rules and HUD requirements |  |
| Lease Addendum |  |
| **Annual Recertification documentation (if applicable)** |
| Annual recertification of Income Eligibility |  |
| Staff re-examination of household size and composition |  |
| Updated Lease |  |
| Updated Lease Addendum |  |
| Updated Rental Assistance Contract |  |
| Updated HQS inspection |  |
| Updated Rent Reasonableness Documentation |  |
| Quarterly documentation of health district contact regarding elevated blood levels for children in the household (if applicable) |  |
| **Additional Program Forms (if applicable)** |  |
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