

HOP CLIENT FILE CHECKLIST – RAPID RE-HOUSING

(optional form)

Item	Criteria (check all applicable)	Documentation Type (check and describe)
Documentation of Rapid Re-Housing Eligibility	<input type="checkbox"/> Category #1 <input type="checkbox"/> Category #1 and 4	<input type="checkbox"/> Third Party Verification <input type="checkbox"/> Intake Worker Verification <input type="checkbox"/> Self-Certification
Record of Rental Assistance and Date	<input type="checkbox"/>	
Record of Services Type and Date	<input type="checkbox"/> Housing Search and Placement <input type="checkbox"/> Housing Stability Case Management <input type="checkbox"/> Landlord-Tenant Mediation <input type="checkbox"/> Money Management/Credit Repair	
Documentation of Termination Decision/Process	<input type="checkbox"/> Written Notice to the Program Participant <input type="checkbox"/> Written Notice of Appeal Rights	
Signed Lease	<input type="checkbox"/>	
VAWA Lease Addendum	<input type="checkbox"/>	
Coordinated Entry Assessment to Determine Services Needed, Amount, and Duration	<input type="checkbox"/>	
Payments to Landlord (not to Client)	<input type="checkbox"/>	
Documentation of FMR and/or Rent Reasonableness Determination (requirements based on funding source)	<input type="checkbox"/> FMR <input type="checkbox"/> Rent Reasonable	
Date of VAWA Notice of Rights	<input type="checkbox"/> Tenant <input type="checkbox"/> Property Owner	
Habitability Inspection	<input type="checkbox"/>	
Lead Paint (pre-1978 units)	<input type="checkbox"/> Pamphlet <input type="checkbox"/> Disclose known lead	
Lead Paint (if required) (AHS Housing Inspection/HQS+ by VSHA meets this requirement)	<input type="checkbox"/> Visual Assessment <input type="checkbox"/> Paint Stabilization <input type="checkbox"/> Clearance Testing	
Monthly Housing Stability CM Meetings	<input type="checkbox"/>	
Post Assist. Housing Stability Plan	<input type="checkbox"/>	