

Preparing for the Housing Application Process

Refer to Coordinated Entry so they can access housing resources dedicated for those experiencing homelessness. [Vermont Lead Agencies - Vermont Coalition to End Homelessness \(helpingtohousevt.org\)](http://helpingtohousevt.org)

1. Get releases of information signed to allow for communication with the relevant housing partners and others involved in the housing search and placement process.
2. Ensure or assist them in acquiring SS card and picture ID.
3. Gather documentation of household income (latest SSI award letter, documentation of benefits, last 2 months of paycheck stubs, etc.)
4. Review a copy of the credit report. Community Action Agencies may be able to help with this [Personal Finance Classes — CVOEO](#).
5. Document a timeline of the history of homelessness [Homelessness History Form \(shalomhouseinc.org\)](#)
6. Develop a Rental Resume (list of rental history, list of landlords, other references, etc.).
7. If there are areas of potential concern (criminal history, poor credit, etc.) be proactive and help write a cover letter that explains and mitigates those issues and gather supporting letters as appropriate.
 - a. See VT Legal Aid Training “Housing Access for People with Criminal Records,” including handouts, on the OEO Training website <https://dcf.vermont.gov/o eo/partners/trainings>.