# **PERMANENT SUPPORTIVE HOUSING CHECK LIST**

**FOR NEW AND YEARLY RE-CERTIFCATIONS**

## NEED THE FOLLOWING FOR FILE

\_\_\_\_\_Homeless Documentation – 3rd party verification

\_\_\_\_\_Chronic Homeless Documentation (if PSH program has one or more unit requirement)

\_\_\_\_\_Disability Form signed by licensed medical professional

\_\_\_\_\_ Program Agreement

\_\_\_\_\_Permission to Release Information Form

\_\_\_\_\_ Zero Income Affidavit if Applicable (recert requirement if needed)

­­­­­\_\_\_\_\_Income information form along with copies of SSDI, SSI, Work, child support, etc. (recert requirement)

\_\_\_\_\_Housing Quality Inspection Passed – copy included – (recert requirement)

\_\_\_\_\_ Rent Reasonable printed off from GoSection 8 software (recert requirement)

\_\_\_\_\_ Income verification information

\_\_\_\_\_Income Calculation Excel Form Completed (recert requirement)

\_\_\_\_\_Signed copy of new lease between participant and landlord (recert requirement)

\_\_\_\_\_Signed RAP Form between Landlord and sub recipient (recert requirement)

\_\_\_\_\_Signed RAP Form between participant and sub recipient (recert requirement)

\_\_\_\_\_ Copy of signed termination and appeals process

\_\_\_\_\_ Other \_\_Case Management Notes/Letters\_\_\_\_\_\_\_\_\_\_\_\_\_\_