

Emergency Solution Grant (ESG)
Rapid Rehousing (RRH)
Client File Checklist

- **Copy of client's ID** (driver's license, state ID card, passport, birth certificate...)
- **[HUD Homeless Documentation Form](#)** (along with supporting documentation)
- **Program Agreement**
- **Client Grievance and Termination Policy** (This can appear as a stand-alone document or as part of the client's Program Agreement.)
- **Entry Assessments** in HMIS / DV ClientTrack
- **Exit Assessments** in HMIS / DV ClientTrack
- **Income Documentation** (paystubs, benefits letters, zero income affidavits, etc...)
- **[Income and Rent Calculation Worksheet\(s\)](#)***
 - *(Include the initial worksheet for sure and include interim and/or annual worksheets if applicable)
- **Rent Reasonable Valuations** (Retain the printout from Affordablehousing.com.)
- **[HUD Fair Market Rent Documentation System](#)** (Please note the FMR for the unit in question in the upper right corner of the Income & Rent Calculation Worksheet.)
- **[Housing Quality Standards \(HQS\) Inspection Checklist - HUD Form 52580](#)**
- **[Lead Safe Housing Requirements Screening on Exemption or Limited Exemption](#)** form
- **[Disclosure of Information on Lead-based Paint and/or Lead-based Paint Hazards](#)** form
 - (If applicable – see [24 CFR 35.88](#) for guidance.)
- **[Agreement for Ongoing Maintenance Activities Related to LBP Requirements](#)**
 - (If applicable – see [24 CFR 35.1355](#) for guidance.)
- **Housing Stability Plan-Updated Monthly during Case Management**
- **Copy of Signed Lease**
- **Rental Assistance Payment (RAP) Contracts***
 - *(Present in the client's file, there should be: Request for Unit Approval, Tenant & Subrecipient RAP, Subrecipient & Landlord RAP, VAWA Lease Addendum.)
- **Record of services provided to client** (These should be recorded in HMIS/DV ClientTrack.)
- **Case Notes** (if not accessible via HMIS/ DV ClientTrack)