



## Homeless Housing Operations and Services Client File Checklist

Lead/subgrantees must use the HHOS Client File Checklist. Programs may create their own checklist if the components of this checklist are included. Documentation must accompany each required HHOS Form. If any required HHOS Form is kept in another location, this should be noted on the Client File Checklist.

The following forms must be included in each client file, if applicable:

- Client File Checklist
- HMIS Consent Form, *if HMIS record contains personally identifying information*
- DSHS Client Consent Form for BVS
- HHOS Verification of Household Eligibility and Income Recertification Form (with associated documentation)
- HHOS Income Eligibility Worksheet Form
- Copy of BVS search documenting HEN Referral
- HHOS Targeted Prevention Eligibility Screening Form
- Landlord Habitability Standard Certification Form for Rent Assistance  
*OR*
- HSS or HQS Inspection Checklist, including Lead Based Paint Assessment
- HHOS Utility-Only Assistance Form
- Executed Lease (or rent agreement) for rent subsidies paid to a landlord  
*OR*
- CHG Certification of Payment Obligation / Potential Eviction from Friend/Family Form  
*OR*
- Intent to Rent (if not collecting lease) for assistance paid for move in costs only
- Documentation of rent subsidy amount and determination process
- Documentation of assessment and housing stability planning
- Temporary absence information