



HOUSING READINESS CHECKLIST

Client Name: _____
Date of Birth (MM/DD/YYYY): _____
Current Location (City): _____

All applicants will need proof of income, verification of homelessness and valid Identification.

1) Identification:

- ☐ Valid Government Issued ID (for each adult in the house)
- ☐ Social Security Card (for each adult in the house)
- ☐ Birth Certificate (for each child in the house)

2) Proof Of Income:

- ☐ Social Security Disability Income Letter (within 3 months of applying or going on a waitlist.
- ☐ General Assistance letter.
- ☐ Pay Check Stubs for the Last Three Months (if applicable).
- ☐ Other: _____

Please note, when a unit becomes available, you will need an updated letter from social security that is no more than 90 days old. Social Security will provide this.

3) Verification of Homelessness - Write a letter for each client using this template.

For Coordinated Entry:

After all documents and paperwork has been received, give to Nick to upload in HMIS and Apricot. This form will also be scanned.