Housing Authorization Checklist – Transitional Rent Documents

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Transitional Rent Required Documents

- Housing Support Plan
- Lease/rental agreement (for permanent setting only)
- Proof of habitability/habitability verification
- Itemized expenditure list
- Information in these documents must include:
    - Member housing situation/history
    - Address of new housing, including zip code
    - # of bedrooms
    - Member income
    - Plan for sustainability after TR ends
    - Signatures on lease & proof of habitability
    - What is being requested and the amount

Housing Support Plan Checklist

- Recent date (within 6 months)
- Member current housing situation/history (can be in auth notes)
- Member/household income
- Plan for sustainability after TR ends (BHSA funding, section 8, etc.)
- Member barriers/needs/goals are documented with plans to address
- Identification of other tenancy resources
- Culturally-appropriate and trauma-informed

Lease Checklist

- Move in dates (can't be older than 1 year)
- Name of tenants
- Included amenities and utilities
- Address
- Rental amount
- # of bedrooms (often in itemized list instead of lease)
- Signed by member

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Itemized Expenditures Checklist

- One line for each item/service being requested (rent, storage as part of rent etc.) and cost of that item
- Total cost of reimbursement
- # of bedrooms (may be in other documents)

Proof of Habitability Checklist

- Address matches lease/request
- Date of inspection
- Signed by member, housing navigator, and landlord
- Check/initial that for each of the following:
    - Structure/materials are sound
    - Conditions are sanitary (no mold, pests, etc.)
    - Access to bathrooms with running water
    - Access to food prep with running water
    - Space is adequate
    - Heating/cooling is appropriate
    - Lights/electricity are available
    - Smoke detectors are functional
    - Local compliance followed