



Housing & Public Benefits Portfolio

Instructions: Housing Navigators should use this checklist as a guide of documents to have ready for a client to be matched to specific housing opportunities. Clients will not be eligible for a housing match until all documents listed as *required* have been submitted.

Required:

- Housing Profile
- Government-issued Photo Identification
- Social Security Card (or copy of Social Security Administration receipt of application)
- Veteran's Verification (for Veteran-specific housing opportunities; e.g., Veteran ID, DD214)
- Disability Verification
 - a) Licensed professional verification of specific disabilities:
 - i) Severe mental illness (for MHSA housing)
 - ii) HIV/AIDS (for HOPWA housing)
 - iii) Developmental disability (for some units with this preference)
 - iv) Substance use disorder (for some County S+C units)
 - If Disability Verification from a Licensed Professional cannot be obtained:*
 - b) Written verification of disability from the Social Security Administration, OR
 - c) Copy of a disability check (e.g. Social Security Disability Insurance check or Veteran's Disability Compensation)
- Housing History
- Homelessness Verification (Chronic Homelessness Verification, when appropriate; must be dated within 60 days)

For each child under age 18 in household:

- Social Security Card (or copy of Social Security Administration receipt of application)
- Birth Certificate
- Proof of Custody (If minor is not in applicant's custody, proof that the applicant will have custody upon securing stable housing)

For each additional household member (age 18 and older):

- Government-issued Photo Identification
- Social Security Card (or copy of Social Security Administration receipt of application)

If Necessary:

- Service Animals (licensed professional authorization for need)
- 24-hour live-in care (verification from a health care or social services agency)
- Reasonable Accommodation requests for disabilities

Recommended:

- Income Verification for all proposed household members
 - a) For *earned income*: last 3 pay stubs (or letter from the employer stating # hours and wages)
 - b) For *unemployment benefits*: current printout from EDD
 - c) For *government assistance*: printout from the GA, TANF, VA, or Social Security office that is dated within 30 days
 - d) For *zero income*: Signed "Affidavit of Zero Income"
- Sample completed housing application or tenant resume (for help in completing program specific forms)
- Tenant/credit history report (to help prepare for housing interviews and for addressing any outstanding issues)

Contact **HOME STRETCH**

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