

Cedar Community Apartments: Scoring and Documentation Checklist

Checklist and Documentation			
Applicant Name:		Today's Date:	
Service Provider Contact Person (if applicable):		Email Address:	
		YES	NO
	Application Completed		
	HMIS Release of Information (ROI)		
<p>Household has moved because of economic reasons two or more times during the 60 days immediately preceding the application or is currently paying more than 50% of their income for housing expenses.</p>			<p>List at least two addresses and time frames OR provide receipt showing household is paying more than 50% of their income for housing expenses.</p> <p>#1 Street Address: _____ City, State, Zip code: _____ Dates: _____</p> <p>#2 Street Address: _____ City, State, Zip code: _____ Dates: _____</p> <p>OR: attach receipt with this checklist.</p> <p><i>Under penalties of perjury, I/we certify that the information presented in this application for housing is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud.</i></p> <p>Applicant Initials here: _____</p>
<p>Household is living in the home of another because of economic hardship.</p>			<p>List the name, address, and phone number of person's home.</p> <p>Name: _____ Street Address: _____ City, State, Zip code: _____ Phone number: _____</p> <p><i>Under penalties of perjury, I/we certify that the information presented in this application for housing is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud.</i></p> <p>Applicant Initials here: _____</p>

<p>Household has been notified that their right to occupy their current housing or living situation will be terminated within 30 days after the date of application.</p> <p>CONTINUED...</p> <p>Household has been notified that their right to occupy their current housing or living situation will be terminated within 30 days after the date of application.</p>		<p>Provide legal notice <u>OR</u> list the name and phone number of the person who asked you to leave.</p> <p>Name: _____</p> <p>Phone number: _____</p> <p>OR: attach copy of legal notice with this checklist.</p> <p><i>Under penalties of perjury, I/we certify that the information presented in this application for housing is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud.</i></p> <p>Applicant Initials here: _____</p>
<p>Household lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals.</p>		<p>Provide a receipt or bank statement with the transaction <u>OR</u> provide the name and phone number of the person who paid.</p> <p>Name: _____</p> <p>Phone number: _____</p> <p>OR: attach receipt or bank statement with this checklist.</p> <p><i>Under penalties of perjury, I/we certify that the information presented in this application for housing is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud.</i></p> <p>Applicant Initials here: _____</p>
<p>Household lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room.</p>		<p>Please attach with this checklist a copy of the lease with bedroom size and all occupants listed <u>OR</u> provide a landlord verification form.</p> <p><i>Under penalties of perjury, I/we certify that the information presented in this application for housing is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud.</i></p> <p>Applicant Initials here: _____</p>
<p>Household is exiting a publicly funded institution or system of care.</p>		<p>Please attach with this checklist a discharge letter from the institution you are exiting.</p> <p><i>Under penalties of perjury, I/we certify that the information presented in this application for housing is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud.</i></p> <p>Applicant Initials here: _____</p>

<p>A household with a voucher or subsidy in which one or more household members has a history of homelessness in Alameda County HMIS.</p> <p>CONTINUED...</p> <p>A household with a voucher or subsidy in which one or more household members has a history of homelessness in Alameda County HMIS.</p>		<p>List type of voucher or subsidy and service provider contact information to verify history of homelessness – name, phone number, and email address.</p> <p>Type of voucher: _____</p> <p>Provider name: _____</p> <p>Provider phone number: _____</p> <p>Provider email address: _____</p> <p><i>Under penalties of perjury, I/we certify that the information presented in this application for housing is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud.</i></p> <p>Applicant Initials here: _____</p>
<p>Households currently housed in Rapid Rehousing or Bridge Housing (interim housing) who will not be able to take over the rent in their current unit when their time in the program expires.</p>		<p>Attach with this checklist a letter from the subsidy source showing rental assistance is no longer available. See Sample template letter – “Temporary Rental Assistance Letter”.</p> <p><i>Under penalties of perjury, I/we certify that the information presented in this application for housing is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud.</i></p> <p>Applicant Initials here: _____</p>
<p>Households under 30% AMI and one or more household members has a history of homelessness in Alameda County HMIS.</p>		<p>Attach with this checklist a letter from service provider showing history of homelessness in Alameda County.</p> <p><i>Under penalties of perjury, I/we certify that the information presented in this application for housing is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud.</i></p> <p>Applicant Initials here: _____</p>
<p>Households is currently staying in emergency shelter or transitional housing.</p>		<p>Attach with this checklist a letter from staff person at the location timeframe, and on letterhead. See Sample template letter – “Emergency Shelter Letter” or “Transitional Housing Letter”.</p> <p><i>Under penalties of perjury, I/we certify that the information presented in this application for housing is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud.</i></p> <p>Applicant Initials here: _____</p>

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