

<b>Select when completed/obtained</b>	<b>STRMU Participation - Checklist</b>
	Completed Housing Assessment & Individual Service Plan
	Signed and dated Releases of Information
	Obtained and verified documentation of Household need
	HIV Verification (signed by certified health practitioner/testing site (only at intake):
	Completed Household Composition
	Reviewed for & obtain Household income documentation (income inclusions and exclusions)
	Completed Total Household Gross Income Eligibility Determination
	Reviewed and assessed household budget
	Review previous STRMU usage and applicable 21-week time limit (in any 52-week period)
	Shared Housing Rent Calculation Worksheet, as applicable
	Fair Market Rent (FMR) and Utility Allowance Charts, as applicable
	Obtained copy of Lease (indicating household member as an occupant and/or lease holder)
	Obtained copies of utility bills – current and past due
	Program service responsibilities agreement
	Lead-Based Paint Visual Assessment Completed, as applicable
	Lead Based Paint Acknowledgement Form Attached, if housing assistance includes children under 6 years old or pregnant women
	Smoke Detector Certification
	Grievances filed, including follow-up and outcomes
	Grievance/Termination Policy Signed and Attached
	Termination Sheet Attached, as applicable
	<b>Other Forms – Provided to the Household</b>
	Grievance and Termination Policy – <b>Signed as received</b>

