

## FHEPS A DEMOGRAPHIC SHEET

### Client's Information

Client's Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Agency Name: \_\_\_\_\_ CA Case #: \_\_\_\_\_

Staff Contact: \_\_\_\_\_ Staff Phone #: \_\_\_\_\_

Staff e-Mail: \_\_\_\_\_

### **For Clients in Shelter (if applicable):**

Facility Code: \_\_\_\_\_ CARES Case #: \_\_\_\_\_

Program Administrator: \_\_\_\_\_ Program Analyst: \_\_\_\_\_

### **Did you include the following?**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>HRA-146a</b> FHEPS Application  | <input type="checkbox"/> Proof of "eviction": HPOP Print Out. Court Documentation, etc.                             |
| <input type="checkbox"/> <b>HRA-146j or HRA-146k</b> Potential Eligibility for FHEPS ( <i>aka "Shopping Letter"</i> ) | <input type="checkbox"/> Last 30 days of Pay Stubs or Other Proof of Income (for everyone in the household over 18) |
| <input type="checkbox"/> <b>W-137a</b> Request for Emergency Assistance   | <input type="checkbox"/> Lease or Agreement for 12 months   |
| <input type="checkbox"/> <b>W-147n</b> Security Voucher (if requested)  | <input type="checkbox"/> <b>To stay only</b> — If arrears, Landlord breakdown of arrears                            |
| <input type="checkbox"/> <b>HRA-146p</b> Domestic Violence Action Form (if applicable)                                | <input type="checkbox"/> <b>To move only</b> — Landlord Proof of Ownership  |
| <input type="checkbox"/> Proof of residency in the apartment at the time of eviction (if applicable)                  |   |

### **For Clients in Shelter, did you include:**

- |  |   |
|--|---|
| <input type="checkbox"/> Proof of Apartment/Room Preclearance      | <input type="checkbox"/> Shelter Residence Letter |
| <input type="checkbox"/> <b>DSS-10a</b> Apartment Review Checklist |   |

### **For Clients in Shelter, if Broker and/or Landlord incentives apply, did you include the following?**

- Landlord W9 (for landlord bonus)
- HRA-145** Unit Hold Incentive Voucher
- Broker License (if broker fee)
- HRA-121** Broker's Request for Advance Fee Payment by Check (if broker fee)
- W-147m** Landlord/Managing Agent's Statement (if broker fee)

### **Comments:**

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