**SAMPLE**

**PREVENTION/RE-HOUSING DOCUMENTATION CHECKLIST**

**submitted with invoice # 10**

**Subrecipient: Second-tier Subrecipient:**

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| **Client Name** | **Prevention/**  **Re-housing** | **Eligibility** | **Lack of resources, support networks, & alternate housing options documented** | **Client info entered in HMIS/CD** | **Date of First Assessment** | **Re-evaluation**  **Date** | **Income at most recent assessment/ re-evaluation** | **30% AMI** | **Assistance**  **Provided** | **Same type assistance documentation** | **Utility Invoice** | **Lease** | **Rental**  **Agreement** | **Fair Market**  **Rent** | **Rent**  **Reasonable-ness** | **Habitability**  **Standards** | **Lead-Based**  **Paint** |
| John Doe | Re-h | Cat 1 | inv #8 | inv #8 | 4/25/13 |  | $16,900 | $18,250 | Rent & Storage | inv #8 | NA | inv #8 | inv #8 | inv #8 | inv #8 | inv #8 | inv #8 |
| Leah Dean | Prev | Cat 4 | inv #2 | inv #2 | 1/15/13 | 4/20/13 | $15,000 | $17,250 | Rent & Utility | inv #2 | Y | inv #2 | inv #2 | inv #2 | inv #2 | inv #2 | inv #2 |
| Paul Branch | Prev | Cat 2-1 | Y | Y | 6/1/13 |  | $9,000 | $16,150 | Rent & Moving | Y | NA | Y | Y | Y | Y | Y | Y |
| Sara Vine | Prev | Cat 2-3 | Y | Y | 6/1/13 |  | $15,000 | $16,150 | Rent & Utility | Y | Y | Y | Y | Y | Y | Y | Y |
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**PREVENTION/RE-HOUSING DOCUMENTATION CHECKLIST**

**submitted with invoice #**

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