

TBRA Required Forms Checklist

Client Information

All information must match HMIS

Client Name:	Monthly Subsidy (at intake):
Entry Date:	Security Deposit:
Exit Date:	Utility Allowance (at intake):

Required Documents

INTAKE AND ASSESSMENT	
	Provider Application/Intake Form
	VI-SPDAT
	Rent Calculation
	3 rd Party Income Documents
	Utility Allowance Worksheet
	Fair Market Rent Assessment Form
	Printed Copy of HUD Fair Market Rents
	Rent Reasonableness Assessment Form
	Comparable Unit Documentation
	Verification of Homelessness Form (WIBOSCOC form)
	3 rd Party Verification of Homelessness
	Verification of Disability Form (if applicable; WIBOSCOC form)
	3 rd Party Verification of Disability
	PHA Waiting List Notification (if applicable)
LEASING	
	Request for Tenancy Approval
	TBRA Tenant Briefing Certification
	Rental Coupon
	Initial HQS Inspection (must be passed)
	Lease and Lease Addendum
	Housing Assistance Payment Contract
OTHER DOCS	
	Termination and Grievance Policy
	Releases of Information for All Household Adults (program and WISP)
	Annual Income Recertification and 3 rd Party Income Documents
	Annual HQS Re-inspection (must be passed)
	Lead Paint Disclosure
	Case Notes