



A Tradition of Stewardship
A Commitment to Service

Napa Continuum of Care - Home to Stay

Personal Information Checklist

(Left Side)

- HMIS Intake Form (one per household member)
- Mutual Expectations Agreement
- Copies of photo identification (DL, ID, Passport, Military ID)
- Copies of Birth Certificates for all family members
- Copies of Social Security Cards for all family members
- HMIS Release of Information
- HMIS Confidentiality Form
- HMIS Privacy Policy Notice
- Verification of Homelessness
- Third Party Homeless Verification
- If applicable, Chronic Homelessness Certification Form
- If applicable, Verification of Disability Form
- Budget Form (Every 3 months)
- Self-Declaration of Income or Letters from Employers that Pay Cash
- Paystubs
- Public Benefit Income Statements
- Earning Statements
- Other Documents: _____



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Housing Checklist

(Right Side)

- Client Rent Calculation Form
- Initial/Monthly Subsidy Request Form
- Letter to Landlord
- One Year Lease Agreement
- HUD HQS Inspection Checklist
- Disclosure of Information on Lead-Based Paint
- Lead-Based Paint Brochure
- VAWA Notice of Occupancy Rights
- VAWA Certification of DV
- Eviction Notice/3 Day Pay or Quit
- W9
- Letter of Termination
- Furniture Request Form
- Car Repair Request Form
- Other Assistance: _____
- Other Documents: _____