

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?

- | | |
|---|--|
| <p>☐ HRA-146a FHEPS Application</p> <p>☐ HRA-146j or HRA-146k Potential Eligibility for FHEPS (<i>aka "Shopping Letter"</i>)</p> <p>☐ W-137a Request for Emergency Assistance</p> <p>☐ W-147n Security Voucher (if requested)</p> <p>☐ HRA-146p Domestic Violence Action Form (if applicable)</p> <p>☐ Proof of residency in the apartment at the time of eviction (if applicable)</p> | <p>☐ Proof of rent demand or eviction: HPOP Print Out, rent demand letter, Court Documentation, etc.</p> <p>☐ Last 30 days of Pay Stubs or Other Proof of Income (for everyone in the household over 18)</p> <p>☐ Lease or Agreement for 12 months</p> <p>☐ Landlord Utility Information (DSS-8q)</p> <p>☐ To stay only — If arrears, Landlord breakdown of arrears</p> <p>☐ To move only — Landlord Proof of Ownership</p> |
|---|--|

For Clients in Shelter, did you include:

- | | |
|--|--|
| <p>☐ Proof of Apartment/Room Preclearance</p> <p>☐ DSS-10a Apartment Review Checklist</p> | <p>☐ Shelter Residence Letter</p> |
|--|--|

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

- ☐ Landlord W9 (for landlord bonus)
- ☐ 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:
