

## Housing for Health Partnership - Key Housing Documents Checklist



Instructions: Service providers should use this checklist as a guide of documents often needed to secure specific housing opportunities. Individuals who have the below housing documents are more likely to secure housing when opportunities arise.

### ***Required for Coordinated Entry Prioritized Matching from Housing Queue***

- Government-issued Photo Identification
- Social Security Card or Social Security Number (SSN) Verification
- Disability Verification (as applicable)
- Homelessness or Chronic Homelessness Verification (when required)

### ***Often Required or Helpful (Head of Household):***

- Sample Housing Application (complete prior to looking for housing)
- Credit/Background check
- Reference letter(s) – previous landlord, community partner, etc.
- Personal statement letter – explain history and issues that may show up in application or background check, e.g., criminal history, bad credit, past evictions
- Housing Budget – rent, utilities, furnishings, etc.
- Housing financial assistance application for move-in costs – CalAIM, Housing for Health Partnership Housing Assistance Fund, or other sources.

For each child under age 18 in household:

- Social Security Card or SSN Verification
- Birth Certificate or Proof of Custody (if minor is not in applicant's custody, verification that the applicant will or may have future custody of the minor)

For each additional household member (age 18 and older):

- Government-issued Photo Identification
- Social Security Card or SSN Verification

### ***For Immigrants:***

- Active Permanent Resident Card (Green card)
- Other IDs, if not green card/SSN eligible (exploration of options – matricula in lieu of permanent residence cards – Mexican Consulate in San Jose/Fresno)
- Passport
- Individual Taxpayer Identification Number (ITIN)
- Employment Card/Work Authorization Card (up to 2 years)
- Household verification status (ITIN, Social Security, etc.)
- Special Visas
- I-90 documentation

Contact **Housing for Health**

fax: (831) 454-4642, email: [info@housingforhealthpartnership.org](mailto:info@housingforhealthpartnership.org), phone: (831) 454-7312

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### ***If Applicable:***

- Veteran's Verification (for Veteran-specific housing opportunities; e.g., Veteran ID, DD214)
- Service Animals - licensed professional authorization for need
- 24-hour live-in care - verification from a health care or social services agency
- Reasonable Accommodation requests for disabilities
- Housing voucher paperwork - voucher approval, Request for Tenancy (RTA) packet

### ***At Time of Match:***

- Income Verification for all household members
  - a) For *earned income*: last 3 pay stubs or letter from the employer stating number of hours worked and wages
  - b) For *unemployment benefits*: current printout from EDD
  - c) For *government assistance*: printout from the GA, TANF/CalWORKS, VA, or Social Security office that is dated within 30 days
  - d) For *zero income*: Signed "Affidavit of Zero Income"
- Updated Homelessness or Chronic Homelessness Verification
- Property/Program Application
- Any other program specific required documents

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