

File Sequence for Case Files

Right Side Case Folder (front to back)

Prescreen
Consent Forms (3)
Identification (driver's license, social security cards, children's birth certificates)
Intake
Household Income Calculation/Budget/Housing Plan Form
Documents verifying household income
Rent Reasonable Form
Utility Allowance Calculation Form
Property Appraisal
Signed Lease Agreement (after approval)
Household Expenses
Documentation verifying crisis situation
File Case Notes

Left Side (front to back)

Rent -Request for Funds Form

Proof of Crisis (Three Day Notice/Eviction Notice or proof of homelessness)
Current Landlord Information/New Landlord Agreement Form
W-9
Client Track Enrollment
Client Track View of Household Members Enrolled in Grant
Client Track View of Services Provided
Client Track Case Notes
ESG HUD HabitabilityStandards – Inspections Approved and Signed

Utility Bill - Request for Funds Form

Utility Bill (indicating bill is past due or disconnected or bill indicating deposit owed)
Utility Worksheet (verifying exact amount due and the billing period owed)
Client Track View of Service Provided
Client Track Case Notes
ESG HUD HabitabilityStandards – Inspections Approved and Signed

Note: Please use prong fasteners to fasten the pages at the inside top right and left side of the client folder. Put the client's last name, first name on the folder tab with the Grant Name or number.