

## **CHAP Applicant Verification Checklist**

This list has the items and resources to help you ensure each applicant has the relevant documents provided to make a recommendation on approval or denial of an applicant.

Payment can only be approved for **past due** expenses - no current or future expenses.  
Payment is issued to the landlord or utility company, not the household.

Documents uploaded to ALL applicant files:

- Signed by applicant: [CHAP Release of Information Form & Grievance Procedure](#)
- [Income Calculation Worksheet](#) & proof of income documentation

### **Rent Assistance**

- Past due bill verification Rent payment: (Only for **past due** rent between 3/1/2020 - now)
    - Statement showing past due balance
    - Landlord Verification Form completed
    - Landlord W-9 Form
- Illegal charges that cannot be included in amount owed:
- Repairs
  - Bed bug extermination
  - Late fees greater than 8%
  - Court filing fees - if filed during moratorium, no case was filed or tenant redeemed
  - Rule violation fines
  - Old debt
  - Utility charges not specified in the lease agreement

### **Utility Assistance**

- Past due utility bill - clearly showing past due amount, can only pay past due portion.

### **Mortgage payments** (including escrowed property taxes\* and insurance)\*\*

\* Property tax payments are eligible only in cases of foreclosure prevention.

\*\*For mortgages covered under the CARES Act, homeowners are required to contact their mortgage servicer to obtain a special forbearance, a loan modification, and/or set up a repayment plan.

Housing Assistance payments will not be made directly to the household.

- Past due statement - clearly showing past due amount, can only pay past due portion.

### **Contract for deed payments -**

- Past due statement - clearly showing past due amount, can only pay past due portion.

### **Manufactured home park lot rents**

- Past due statement - clearly showing past due amount, can only pay past due portion.

### **Manufactured home payments**

- Past due statement - clearly showing past due amount, can only pay past due portion.

**Association fees**

- Past due statement - clearly showing past due amount, can only pay past due portion.

**Homeowners insurance**

- Past due statement - clearly showing past due amount, can only pay past due portion.

**Other**

- Past due statement - clearly showing past due amount, can only pay past due portion.