

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.