**FL-507 RAPID REHOUSING - Documents to Maintain in Participants Hard File**

**SECTION 1**

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| ENTRY/EXIT SHEET |
| HMIS RELEASE OF INFORMATION (ROI) |
| OTHER RELEASES OF INFORMATION (if applicable) |
| CLIENT DOCUMENTATION (BIRTH CERT., LICENSE) |
| CASE NOTES |
| RAPID REHOUSING PARTICIPANT ACKNOWLEDGEMENT FORM |
| SELF-SUFFICIENCY MATRIX |
| HOUSING STABILITY CASE PLANS |

**SECTION 2**

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| INCOME AND RENT CALCULATION FORMS |
| PAY STUBS/ BANK STATEMENTS |
| UTILITY ALLOWANCE WORKSHEET |
| MONTHLY BUDGET WORKSHEETS |
| 3rd-PARTY VERIFICATIONS OF INCOME/  ZERO-INCOME AFFIDAVITS  SELF-DECLARATIONS OF INCOME |

**SECTION 3**

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| FLEXIBLE FINANCIAL ASSISTANCE SUPPORT  (if applicable) |
| MISCELLANEOUS |

**SECTION 4**

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| HOUSING NEEDS FORM |
| LEASE AGREEMENT  (full document - also send to HLT@hsncfl.org) |
| BACKGROUND INFORMATION |
| EXTENSION REQUEST FORMS  (and related documentation) |
| CLIENT RENTAL ASSISTANCE TERMINATION LETTER |
| LANDLORD RENTAL ASSISTANCE TERMINATION LETTER |