

Home Stretch Housing Match Documentation Checklist

Instructions: Housing Navigators and service providers should use this checklist as a guide of documents to have ready for a client to be matched to specific housing opportunities. Clients with core housing documents will be prioritized for matches.

Required:

- Government-issued Photo Identification
- Social Security Card or SSN Verification
- Disability Verification
- Homelessness Verification (Chronic Homelessness Verification when possible)

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, proof that the applicant will have custody upon securing stable housing)

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

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

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

At Time of Match:

- Income Verification for all proposed household members
 - a) For *earned income*: last 3 pay stubs (or letter from the employer stating # hours and wages)
 - b) For *unemployment benefits*: current printout from EDD
 - c) For *government assistance*: printout from the GA, TANF, 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 Required Documents