

**BRAP
Chart Review Checklist**

Client Name: _____ Move-In Date: _____ Agency/Worker: _____

RECORD CONTENT

	Acceptable	Exception	N/A
Application (07/08)			
Section 17 Disability Verification			
Priority Verification			
DHHS Release (use agency release)			
Shalom House Release (use agency release)			
HMIS Release (use agency release)			
Other Releases			
Fraud Form (LAA specific)			
Definition of Income (LAA specific)			
Landlord Certification (LAA specific)			
Tenant Guidelines & Responsibilities (10/06)			
Move In Form 18+ (08/09)			
Move In Form 5-17 (08/09)			
Move In Form 0-4 (08/09)			
Recertification Letters (30, 60, 90 Day)			
Tenant Correspondence			
Rental Calculation Form (08/09)			
Utility Allowance (Maine Housing website)			
Matches Billing? Month _____			
Statement of No Income			
Social Security Verification (All files)			
State Supplement			
General Assistance Verification			
Employment Verification			
Payment Contract			
Waiver form & Effective Date: _____ (10/06)			
Section 8 verification			
Lease/Occupancy Agreement			
HAP Contract/HAP Amendment			
HQS Inspection (HUD website)			
Current HQS & Inspection Date: _____			
Last HQS Inspection Date: _____			
Move Out Form (08/09)			
Termination Sheet (08/09)			
Termination Letter			

Notes:

Reviewed by: _____ Date: _____