

2. Homelessness Prevention Eligibility Documentation

(housed or doubled up or in motel program entry)

Current Living Situation	At Risk of Homelessness per HPRP Criteria?	Acceptable Types of Documentation (The following list is not all inclusive.)	Documentation Standard
<p>Rented by Applicant</p> <p>Potential loss of housing due to non-payment of rent and/or other lease violation</p>	<p>Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)</p> <p><i>See Housing Options Resources</i></p> <p><i>Fig. Doc.</i></p>	<p>Copy of eviction notice from landlord/property manager of unit or court order based on eviction action that notifies the applicant that they must leave AND Copy of lease naming applicant as leaseholder or other written occupancy agreement identifying applicant as legal tenant of unit.</p>	<ul style="list-style-type: none"> ▪ Obtain copy of eviction notice (typed or handwritten) or court order AND copy of lease or other written occupancy agreement. ▪ Eviction Notice/Court Order Must: <ul style="list-style-type: none"> ○ Identify the HPRP applicant and unit where HPRP applicant is the leaseholder ○ Indicate that applicant must leave their housing ○ Be signed and dated by owner/landlord or court ▪ Include eviction notice or court order and copy of lease in participant file.
<p>Rented by Applicant</p> <p>Potential loss of housing due to utility non-payment</p> <p><i>utility only</i></p>	<p>Yes, but only if disconnection of utility service will cause housing to be unsafe or otherwise cause eviction AND without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)</p>	<p>Copy of utility shut-off notice from utility company. AND If renting: copy of lease naming applicant as leaseholder or other written occupancy agreement identifying applicant as legal tenant of unit AND indicating that tenant is responsible for utility at-risk of shut-off.</p>	<ul style="list-style-type: none"> ▪ Obtain copy of utility shut-off notice AND copy of lease or other written occupancy agreement. ▪ Shut-Off Notice Must: <ul style="list-style-type: none"> ○ Identify the HPRP applicant and unit where HPRP applicant is the leaseholder ○ Indicate that utility shut off/disconnection will be shut-off if payment not received ○ Be signed and dated by utility company representative and/or include utility company contact information ▪ Lease or occupancy agreement must indicate that utility at-risk of shut-off is tenant responsibility. ▪ Include utility shut-off notice and copy of lease in participant file.

Foreclosures Rented
doubled-up

Current Living Situation	At Risk of Homelessness per HPRP Criteria?	Acceptable Types of Documentation (The following list is not all inclusive.)	Documentation Standard
<p>Rented by Applicant</p> <p>Other Housing Occupied by Applicant without Paying Rent (including housing shared with friends or family)</p> <p>Potential loss of housing due to foreclosure on rental property</p>	<p>Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)</p>	<p>Copy of notice indicating building in which applicant is renting or otherwise residing is being foreclosed on</p> <p>AND</p> <p>Copy of lease naming applicant as leaseholder or other written occupancy agreement identifying applicant as legal tenant of unit.</p>	<ul style="list-style-type: none"> ▪ Obtain copy of foreclosure notice (may include notice from landlord/property manager, court, published in local newspaper or other print or on-line public record documentation) AND copy of lease or other written occupancy agreement ▪ Foreclosure Notice Must: <ul style="list-style-type: none"> ○ Identify the building or unit where HPRP applicant is the leaseholder or is otherwise residing ○ Indicate that housing is being foreclosed on ○ If written notice to applicant, be signed and dated by the landlord or property manager. ▪ Include notice and copy of lease in participant file.
<p>Other Housing Occupied by Applicant without Paying Rent (including housing shared with friends or family)</p> <p>Potential loss of housing due to eviction by host family/friend</p>	<p>Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)</p>	<p>Copy of eviction letter from host family or friend who owns or rents the housing that notifies the applicant that they must leave</p> <p>AND</p> <p>Copy of lease naming host family/friend as leaseholder or other written occupancy agreement identifying host family or friend as legal tenant of unit.</p>	<ul style="list-style-type: none"> ▪ Obtain copy of eviction letter (typed or handwritten) AND copy of lease or other written occupancy agreement. ▪ Eviction Letter Must: <ul style="list-style-type: none"> ○ Identify the HPRP applicant and unit where HPRP applicant is residing ○ Indicate that applicant must leave owner's/renter's housing ○ Be signed and dated by the host owner/renter ▪ Include eviction letter and copy of lease in participant file.
<p>Other Housing Occupied by Applicant without Paying Rent (including housing shared with friends or family)</p> <p>Potential loss of housing due to eviction by host family/friend</p>	<p>Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)</p>	<p>Self-declaration. See sample HPRP Self-Declaration of Housing Status template (www.HUDHRE.info/HPRP/).</p> <p>NOTE: Self-Declaration is only acceptable in extreme circumstances if third party documentation from host family/friend cannot be obtained.</p>	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration from applicant. ▪ HPRP worker must document attempt to obtain third party documentation and sign self-declaration form. ▪ Include self-declaration in participant file.

Foreclosure - Owner

Current Living Situation	At Risk of Homelessness per HPRP Criteria?	Acceptable Types of Documentation (The following list is not all inclusive.)	Documentation Standard
<p>Rented by Applicant</p> <p>Other Housing Occupied by Applicant without Paying Rent (including housing shared with friends or family)</p> <p>Potential loss of housing due to uninhabitable conditions</p>	<p>Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)</p>	<p>Copy of notice from landlord/property manager, public health, code enforcement, fire marshal, child welfare or other government entity that housing is condemned AND</p> <p>Copy of lease naming applicant as leaseholder or other written occupancy agreement identifying applicant as legal tenant of unit.</p>	<ul style="list-style-type: none"> ■ Obtain copy of notice (may include notice published in local newspaper or government jurisdiction's website) AND copy of lease or other written occupancy agreement. ■ Notice Must: <ul style="list-style-type: none"> ○ Identify the building or unit where HPRP applicant is the leaseholder or is otherwise residing ○ Indicate that housing is condemned (i.e., unfit for human habitation) ○ If written notice, be signed and dated by the landlord, property manager, public health, code enforcement, fire marshal, child welfare or other government entity. ■ Include notice and copy of lease in participant file.
<p>Owned by Applicant</p> <p>Potential loss of housing due to foreclosure on owner-occupied property</p>	<p>Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)</p>	<p>Copy of foreclosure notice from lending institution</p> <p><i>Evidence of how the child has spent the money usually used for mortgage</i></p>	<ul style="list-style-type: none"> ■ Obtain copy of foreclosure notice. ■ Foreclosure Notice Must: <ul style="list-style-type: none"> ○ Be on financial institution letterhead ○ Identify the HPRP applicant and residence where HPRP applicant is the homeowner ○ Indicate that applicant must leave their housing ○ Be signed and dated by financial institution ■ Include foreclosure notice in participant file.
<p>Hospital or other institution</p> <p>Potential loss of housing due to institutional discharge</p>	<p>Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)</p>	<p>Written statement from hospital or other institution</p>	<ul style="list-style-type: none"> ■ Obtain letter from hospital or other institution. ■ Letter Must: <ul style="list-style-type: none"> ○ Be on hospital or other institution letterhead ○ Include statement verifying current hospital/institution stay of HPRP applicant ○ Indicate the individual has no housing (other than emergency shelter) to return to upon discharge. ○ Indicate the institution has followed all appropriate discharge procedures and cannot find housing for the individual. ○ Be signed and dated by hospital/institution representative ■ Include hospital/institution letter in participant file.

hotel/motel

Current Living Situation	At Risk of Homelessness per HPRP Criteria?	Acceptable Types of Documentation (The following list is not all inclusive.)	Documentation Standard
<p>Hotels or Motels not paid for by Federal, State or local government or charitable programs</p> <p>Potential loss of housing due to non-payment of hotel/motel</p>	<p>Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)</p>	<p>Self-declaration. See sample HPRP Self-Declaration of Housing Status template (www.HUDHRE.info/HPRPD).</p> <p>NOTE: Self-Declaration is only acceptable in extreme circumstances if third party documentation cannot be obtained.</p>	<ul style="list-style-type: none"> ■ Obtain signed and dated original self-declaration from applicant. ■ HPRP worker must document attempt to obtain third party documentation and sign self-declaration form. ■ HPRP worker must document that hotel/motel was being paid for with applicant funds ■ Include self-declaration in participant file.