

GETTING READY TO RENT CHECKLIST

MEETING WITH A CLIENT FOR THE FIRST TIME? USE THIS CHECKLIST TO ENSURE YOUR CLIENT IS READY TO RENT!

✓	Item	Resource	Contact	Notes
	Complete CAH Consent and Intake Form	EHSJ Community Portal https://wecanendit.com/communityportal	CAH Lead: ca@wecanendit.com	
	Ensure income taxes are up to date	https://www.canada.ca/en/revenue-agency/services/tax/individuals/community-volunteer-income-tax-program.html	Volunteer Tax Clinic 1-855-516-4405	
	Ensure client has a source of income	https://www.gov.nl.ca/cssd/income-support/application/	incomesupport@gov.nl.ca	
	Ensure client has government-issued photo ID	https://www.gov.nl.ca/motorregistration/new-drivers/photo-identification-card/#	Salvation Army ID Clinic, Social Worker/ Community Navigator, Lorna Osmond (lorna.osmond@salvationarmy.ca)	
	Ensure client has a bank account	https://www.canada.ca/en/financial-consumer-agency/services/banking/opening-bank-account.html	Any local bank branch	
	Ensure current NLHC/CA-HB-NL (Canada Housing Benefit) application is complete	https://www.nlhc.nl.ca/wp-content/uploads/2019/10/FCN-11001-Rental-Housing-Application-ARO.pdf	NLHC Housing Benefit Navigator, Samantha Hapgood (sehappgood@nlhc.nl.ca)	Current applications must be less than 12 months old
	Ensure application for City of St. John's Housing is complete	https://www.stjohns.ca/sites/default/files/files/forms/NPH%20Application%20for%20Accommodation.pdf	housing@stjohns.ca	
	Complete Eastern Health Rental Assistance Application	https://mha.easternhealth.ca/adults/housing-services/	MHAHousingSubsidy@easternhealth.ca	If required, applications can be submitted before unit is secured (Intent to Rent/Leave can be submitted once received)
	Request a Vulnerability Assessment (VAT)	https://www.homelesshub.ca/resource/vulnerability-assessment-tool-determining-eligibility-and-allocating-services-and-housing	CAH Lead: ca@wecanendit.com	Only applicable when: <ul style="list-style-type: none"> • Client is currently homeless • Client is being referred for supportive housing options

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	Ensure client has government-issued photo ID	https://www.gov.nl.ca/motorregistration/new-drivers/photo-identification-card/#	Salvation Army ID Clinic, Social Worker/ Community Navigator, Denise Miller: denise.miller@salvationarmy.ca	
	Ensure client has a bank account	https://www.canada.ca/en/financial-consumer-agency/services/banking/opening-bank-account.html	Any local bank branch	
	Ensure current NLHC/CA-HB-NL (Canada Housing Benefit) application is complete	https://www.nlhc.nl.ca/wp-content/uploads/2019/10/FCN-11001-Rental-Housing-Application-ARO.pdf	NLHC Housing Benefit Navigator, Brenda Gillingham: BBGILLINGHAM@nlhc.nl.ca	Current applications must be less than 12 months old
	Ensure application for City of St. John's Housing is complete	https://www.stjohns.ca/sites/default/files/files/forms/NPH%20Application%20for%20Accommodation.pdf	housing@stjohns.ca	
	Complete Eastern Health Rental Assistance Application	https://mha.easternhealth.ca/adults/housing-services/		If required, applications can be submitted before unit is secured (Intent to Rent/Leave can be submitted once received)
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