



RENTAL UNIT CHECKLIST

FOUND A UNIT FOR YOUR CLIENT? USE THIS CHECKLIST TO ENSURE YOU DON'T FORGET ANYTHING!

	Item	When needed	Notes
	Ensure lease signed by tenant	Always	
	Ensure lease signed by landlord	Always	
	Complete NLHS (Eastern Urban) rental assistance application	If client required additional income for rent and client meets NLHS (Eastern Urban) program requirements	Must be signed by client. Must include signed Intent to Rent/Lease and landlord direct deposit banking information for application to be considered complete. However, applications can be submitted before unit is secured to ensure paperwork is filed properly, and Intent to Rent/Lease can be submitted when received. Rental assistance will be backdated to when a completed application was submitted
	File landlord banking information with Income Support (direct deposit form from bank or void cheque)	If client is in receipt of Income Support benefits	
	File landlord banking information with NLHS (Eastern Urban) (direct deposit form from bank or void cheque)	If client has applied for NLHS (Eastern Urban) rental assistance, (if previously not provided with application)	
	File landlord banking information with NLHC (direct deposit form from bank or void cheque)	If client has been approved for CA-HB-NL (CHB)	
	File tenant "Direction to Pay" form and lease agreement with NLHC	If client has been approved for CA-HB-NL (CHB)	
	Ensure rental payments are secured (see above)	As required from NLHS (Eastern Urban), Income Support and NLHC	Ensure that NLHS (Eastern Urban)/Income Support/NLHC case file numbers are noted by agency
	Apply for Security Deposit through Income Support (via email request)	If client is in receipt of Income Support benefits and does not have the funds to pay for Security Deposit	This will be placed as an overpayment on the client's Income Support account

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	Ensure Security Deposit is paid to landlord	See above	
	Request a Supported Referral from EHSJ (via email at ca@wecanendit.com)	If client has no other means to pay for related expenses (Security Deposit balance, etc.)	Once approved, agency will pay the amount directly to landlord/payee and submit a claim form to EHSJ. Ensure receipt of payment is obtained
	Ensure landlord provides key(s) or door codes	Always	
	Ensure client receives key(s) or door codes on move-in day	Always	
	Ensure moving truck is arranged for client's belongings	Note that Income Support provides \$175 in moving expenses annually	Higher amounts may be approved in certain circumstances (any balance can be requested through Supported Referrals)
	Complete application for Home Again Furniture Bank	As required	Delivery takes approximately 3-4 months
	Ensure Newfoundland Power account is placed in the tenant's name for new address	As required	Not required when unit has utilities included. Also, please ensure that any previous Newfoundland Power accounts owned by the tenant are closed
	Ensure tenant insurance is secured	As required	Required by some landlords
	Ensure tenant mailing address is changed and registered with Canada Post	As required	Ensure that tenant gets mailbox key from landlord for community mailboxes
	Request bus pass from Income Support	As required	
	Request one-time grocery emergency check from Income Support	If coming from shelter or couchsurfing situation	
	Schedule follow-up home visit with client	Always	Within one week