



Shallow Subsidy/Street 2 Subsidy Cover Sheet

INSTRUCTIONS

- ✓ Shallow Subsidy- Please scan and upload the following into HMIS:
- ✓ Include this checklist with HMIS number when sending referral
- ✓ Upload all forms into HMIS (If possible, please scan all documents into one file/ upload)
- ✓ Check readability of any scanned documents
- ✓ If referring program is a **Domestic Violence program**, please fax all materials to: 213-640-5777 indicate on scan if for Shallow or Street 2 Subsidy Program

- ✓ Street 2 Subsidy- new referrals email to: S2S@usw.salvationarmy.org

Note: Please check your scans to ensure that they will be readable to us before you email or upload them.

For all Subsidy Programs:

- CES Participant HMIS number: _____
- Shallow Subsidy/Street 2 Subsidy Referral Form
- Government issued ID or equivalent
- Homeless Verification Form **-If applicable**
- Income Documentation- Most recent proof of household income
- Completed Budget form *(most recent)*

For Regular Shallow Subsidy

- Legible Signed Rental/ Lease Agreement *(full lease)*
- Habitability Inspection *(within last 12mos)*
- Legible Signed Completed W-9 of property owner *(ensure ownership name on W9 matches ownership name on lease)*
- Proof of Property Ownership *(if new ownership)*
- Management Company Agreement/Authorization Form *(if applicable)*
- Permits for added back house/garage *(if applicable)*
- Signed Landlord Agreement
- Financial Independence plan /Goal plan
- Documentation that the participant is on a wait list for affordable housing or being referred to a Section 8 voucher (NOT HACOLA or VASH)

For Streets to Subsidy (S2S)

- Legible Signed Rental/ Lease Agreement (full lease)
- Habitability Inspection *(within last 12mos)*
- Legible Signed Completed W-9 of property owner *(ensure ownership name on W9 matches ownership name on lease)*
- Proof of Property Ownership *(if new ownership)*
- Management Company Agreement/Authorization Form *(if applicable)*
- Permits for added back house/garage *(if applicable)*
- Signed Landlord Agreement
- Financial Independence plan /Goal plan
- Documentation that the participant is on a wait list for affordable housing or being referred to a Section 8 voucher (NOT HACOLA or VASH)