

Coordinated Access System – Document Ready Checklist

Shelter Guest Name: _____

D.O.B. (dd/mm/yyyy): _____

Lead Shelter Worker: _____

Secure Personal Identification & Income

- ☐ Verification of Birth Certificate (or applied for replacement)
- ☐ Verification of Social Insurance Number (copy on file or applied for replacement)
- ☐ Provincial/Territorial Driver's License/Photo ID Card
- ☐ Provincial/Territorial Health Card
- ☐ Identify source of income & AFNI (adjusted family net income)
- ☐ Established a bank account
- ☐ Verification of Status in Canada for all household members

Social Housing Application

- ☐ Form – Application for Rent-Geared to Income Assistance
- ☐ Form – Asset Review Form
- ☐ Most recent Income Tax Return Summary and Notice of Assessment received by Canada Revenue Agency
- ☐ Form – Special Priority Application (if applicable)
- ☐ Form – Request for Homelessness Status
- ☐ Confirm if there are any arrears owing to the local Social Housing provider (e.g. local municipal housing division)

Housing Searches

- ☐ Establish Household Monthly Budget
- ☐ Housing Preference Form (completed)
- ☐ Housing Search Log Form (ongoing tracking)
- ☐ Housing Action Plan
- ☐ Confirm benefits eligibility by calling local social services department (e.g. eligibility for first & last month's rent benefits, moving costs assistance, furniture bank, rent/utility arrears assistance)
- ☐ Secure credit check (Equifax)
- ☐ Reference Checks (Previous Landlords)

Other Activities to Consider

- ☐ Roommate consideration – 'Is a roommate right for me' questionnaire
- ☐ Quick Tips for finding rental housing
- ☐ Guide to talking to landlords