

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