

Checklist of Required Verification Documents for MRVP Priority Status For Applicant Use

You must fully verify your housing circumstances and the events leading to your present situation before your request for homeless priority consideration can be processed and approved. If you are found initially eligible for MRVP, you will automatically be assigned to Priority 5: Standard Applicant until you provide correct documentation and are approved with a homeless priority. As a Standard Applicant, your application will be selected by the original date the Administering Agency (AA) received your application or by your lottery number, if the waiting list was established via lottery.

You should understand that emergency status is only for a homeless applicant. A homeless applicant must meet all of the conditions outlined below.

- Is an applicant who has been or is imminently faced with displacement from his/her primary residence.
 - A primary residence is your principal home occupied not less than 9 months of the year.
- Is without or about to be without a place to live or is in a living situation in which there is a significant, immediate, and direct threat to the life or safety of the applicant or a household member whose situation would be alleviated by placement in an appropriate unit.
 - Applicants temporarily residing in a shelter are considered without a place to live.
- Has made reasonable efforts to locate alternative housing.
 - Please submit a log or other verification of your housing search efforts.
- Has not caused or substantially contributed to the safety or life-threatening situation
 - In cases of domestic violence, there is a presumption that victims did not contribute to their circumstances.
- Has pursued available ways to prevent or avoid the safety or life-threatening situation by seeking assistance through the courts or appropriate administrative or enforcement agencies.

The following is a list of the types of documents which you are responsible for obtaining in order to verify the information you provided in your emergency application. You must submit the documents that pertain to your circumstances. If you feel that you have documents over and above those required below, please provide the AA copies. If you need clarification or have questions, please call the AA to which you are applying.

Priority 1—Homeless Due to Displacement by Natural Forces

If you can no longer live in your residence due to a fire, flood, or earthquake, please submit:

- Fire: Copy of the Official Fire Report. Report must be mailed directly by the Fire

Department to the AA. Report should be attested as a true copy.

- Flood/Earthquake: Copy of the official report from the Red Cross or Federal Emergency Management Agency (FEMA). Report must be mailed directly to the AA. Report should be attested as a true copy.
- Proof that you were a resident of the affected property. You should submit items such as rent receipts or a copy of your lease or rental agreement.

Priority 2—Homeless Due to Displacement By Public Action (Urban Renewal)

If you have been displaced within the past three (3) years due to public works, urban renewal, or public usage or improvement, please submit:

- Copy of the official notification of land/property taking and the stated purposes thereof from the public agency involved. Notification should include legislative authority exercised and date of displacement.
- If public action is impending, notification should be sent from the public agency directly to the AA.
- Proof that you were a resident of the affected property. You should submit items such as rent receipts or a copy of your lease or rental agreement.

Priority 3—Displaced By Public Action (Sanitary Code Violations/Condemnation)

If you have been displaced due to a public health agency's enforcement of local or state health codes, please submit:

- Copy of the official order of displacement due to code enforcement. Order should be sent directly to the AA by the public health department involved. Document may be known as Declaration of Condemnation and should include the specific property involved.
- A statement of efforts taken by you, the applicant, to remedy the situation prior to the actual condemnation and subsequent to the condemnation.
- Attached documents, to demonstrate your action(s), such as letters to the landlord, previous board of health notices, or court records.
- Proof that you were a resident of the affected property. You should submit items such as rent receipts or a copy of your lease or rental agreement.

Priority 4—Emergency Case Under Emergency Case Plan

DHCD's Emergency Case Plan is posted at the AA's administrative offices and available for your review. DHCD's Emergency Case Plan is for applicants who have been displaced or are imminently faced with displacement because of circumstances as follows:

- Homeless: Applicant is homeless and facing an immediate and direct threat to life or safety through no fault of their own and for reasons outside their control including substandard housing conditions which directly and substantially endanger or impair the

health, safety or wellbeing of the household.

- If you are homeless and living in a hotel, motel, or shelter, your housing search worker or a shelter staff member must send written justification which certifies your homelessness directly to the AA. Placement in a homeless shelter, including a hotel or motel, does not guarantee priority status.
- Substandard housing conditions must be verified under Priority 3.
- **Severe Medical Emergency**: Applicant household member is suffering from severe medical emergency, illness, or injury which is life-threatening and has been caused by the lack of suitable housing or the lack of such suitable housing is a substantial impediment to treatment or recovery.
 - Medical reasons need to be documented by your medical records.
 - Your doctor needs to submit written certification of your medical condition, the contributing factors to that condition, and the prognosis of your condition directly to the AA. Such verification may be the Verification of a Severe Medical Emergency form.
- **Abuse**: Applicant is in an abusive situation. An abusive situation needs to be documented through some combination of the following, based on the applicant's individual circumstances. Because certain actions on the part of victims of domestic violence can trigger violent acts by the offenders, no particular item can be mandated as the required form of verification. Please remember that if any verification appears vague, an AA must obtain additional documentation until the AA feels that a reasonable showing of the abusive situation has been made. Examples of documentation could include one or more of the following:
 - Certification of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Form;
 - Medical incidences, based on pattern or repeated occurrence;
 - Police report(s);
 - Number of reported occurrences;
 - Court reports;
 - Applicant has attempted to get restraining order;
 - Applicant has filed charges against accused;
 - Legal action(s);
 - Letter from attorney stating case;
 - Letter from counselor or director of a related social service agency;
 - Psychological report; and
 - Last permanent address and/or changed address.