# ESG – Homeless Status – Documenting Homelessness Prevention

| **Applicable Program** | **Living Situation** | **At-Risk of Homeless per ESG Criteria?** | **Acceptable Types of Documentation (in order of preference)** | **Documentation Requirements and Process** |
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| **ESG** | **Current Living Situation includes:**   * Rented by applicant * Owned by the applicant * Other housing occupied by applicant without paying rent (including housing shared with friends or family) * Hospital or other institution * Hotels or Motels not paid for by Federal, State or local government or charitable programs | Yes, but only if without assistance household will lose housing and become homeless (i.e. require emergency shelter or sleep in a place not meant for human habitation) | Copy of eviction notice from landlord/ property manager of unit or court order based on eviction action that notifies the applicant that they must leave  **AND**  Copy of lease naming applicant as leaseholder | * Copy of eviction notice (typed or handwritten) or court order **AND** copy of lease * Eviction Notice/Court Order: * Identifies the applicant and unit where applicant is leaseholder * Indicates that applicant must leave their housing * Is signed and dated by owner/landlord or court * Include eviction notice or court order **AND** copy of lease in participant file |
| Copy of notice indicating building in which applicant is renting or otherwise residing is being foreclosed on  **AND**  Copy of lease naming applicant as leaseholder | * Obtain copy of foreclosure notice (may include notice from landlord/property manager, court, published in local newspaper or other print or on-line public record documentation) **AND** copy of lease * Foreclosure Notice: * Identifies the building or unit where applicant is the leaseholder or is otherwise residing * Indicates that housing is being foreclosed upon * If written notice to applicant, is signed and dated by the landlord/property manager * Include notice **AND** copy of lease in participant file |
| Copy of eviction letter from host family or friend who owns or rents the housing that notifies the applicant that they must leave  **AND**  Copy of lease naming host family/friend as leaseholder | * Obtain copy of eviction letter (typed or handwritten) **AND** copy of lease * Eviction Letter: * Identifies the applicant and the unit where applicant is residing * Indicates that applicant must leave host family/friend housing * Is signed and dated by the host family/ friend * Include eviction letter **AND** copy of lease in participant file |
| Copy of utility shut-off notice from utility company | * Obtain copy of utility shut-off notice * Shut-off Notice: * Identifies the applicant and unit where applicant is the leaseholder * Indicates that utility shut off/disconnection is imminent * Is signed and dated by utility company representative and/or include utility company contact information * Include utility shut-off notice in participant file |
| Copy of notice from landlord/ property manager, public health, code enforcement, fire marshal, child welfare or other government entity that housing is condemned  **AND**  Copy of lease naming applicant as leaseholder | * Obtain copy of notice (may include published in local newspaper or government jurisdiction’s website) **AND** copy of lease * Notice: * Identifies the building or unit where applicant is the leaseholder or otherwise residing * Indicates that housing is condemned (unfit for human habitation) * If written notice, is signed and dated by landlord/property manager, public health, code enforcement, fire marshal, child welfare, or other government entity * Include notice **AND** copy of lease in participant file |
| Copy of foreclosure notice from lending institution | * Obtain copy of foreclosure notice * Foreclosure Notice: * Is on financial institution letterhead * Identifies the applicant and residence where applicant is homeowner * Indicates that applicant must leave housing * Is signed and dated by financial institution * Include foreclosure notice in participant file |
| Written statement from hospital or other institution | * Obtain letter from hospital or other institution * Letter: * Is on hospital or other institution letterhead * Includes statement verifying current hospital/institution stay of applicant * Indicates the applicant has no housing (other than emergency shelter) to return to upon discharge * Indicates the institution has followed all appropriate discharge procedures and cannot find housing for applicant * Is signed and dated by hospital/institution representative * Include hospital/institution letter in participant file |
| Self-declaration (acceptable if third party documentation cannot be obtained | * Obtain signed and dated original self-declaration from applicant * Worker documents attempt to obtain third party documentation and signs self-declaration form * Include self-declaration in participant file |