# 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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