### PBV Referral Checklist Greenway Flats

Applicant:

Date of Referral:

Assigned Case Manager:

Phone # and Fax # of Case Manager:

Email of Case Manager:

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[ ] Completed Application Packet

[ ]  Verification of Chronic Homelessness

[ ]  Documentation of a valid social security number (SSN) for each family member.

 -The following documentation is acceptable evidence of the SSN:

 - An original SSN card issued by the Social Security Administration (SSA)

 - An original SSA-issued document, which contains the name and SSN of the individual

 -An original document issued by a federal, state, or local government agency, which

 contains the name and SSN of the individual, along with other identifying information of

 the individual

[ ]  Income Verification for all family members 18 and older

[ ]  Current photo identification card/license for all family members 18 and older

[ ]  Birth Certificate for all family members

[ ]  Verification of Disability

[ ]  Letter of support in regards to CBI (if applicable)

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# PHA USE ONLY

Date Received [ ]  Approved [ ]  Denied \_\_\_\_\_\_\_ (Initials)

Reason for Denial

Date of Briefing