

**BSS+ ESG-CV Process Working with Landlords/Property Managers**  
***Place This Document in the Client's File with the Housing Stability Case Plan***

Client ID#/Name: \_\_\_\_\_

Case Manager/Agency: \_\_\_\_\_

APPROPRIATE ITEMS LISTED BELOW MUST BE COMPLETED AND CHECKED "YES" BEFORE CLIENT FINANCIAL ASSISTANCE CAN BE PROVIDED:

***Required for housing location, housing stability case management and, eventually, financial assistance and rental assistance:***

Role(s)	Forms/Process Required	Date Signed	Yes	No	Notes
Case Manager and/or Community Housing Specialist (CHS) with Landlord/Property Manager	Educate Landlord/Property Manager about ESG-CV Housing Process <i>[and basic BSS+ paperwork requirements, if needed]</i> <ul style="list-style-type: none"> <li>• LLVs</li> <li>• Ledgers <i>(if debt is involved)</i></li> <li>• Rental Assistance Agreement</li> <li>• Copy lease (unless first securing unit)</li> </ul>				
Landlord/Property Manager/Client	Communication of Habitability Standards; Lead Hazard Verification provided by landlord <i>(if applicable and before client's application fee paid)</i>				
Case Manager	<ul style="list-style-type: none"> <li>• Run Client's AmRent Report</li> <li>• Assessment of housing barriers, needs and preferences</li> <li>• Develop housing action plan  <a href="https://bestsinglesourceplus.org/wp-content/uploads/2021/04/BSS-ESG-CARES-Housing-Stability-Case-Plan_With-Exit-Strategy_4.21.2021_Fillable.pdf">https://bestsinglesourceplus.org/wp-content/uploads/2021/04/BSS-ESG-CARES-Housing-Stability-Case-Plan_With-Exit-Strategy_4.21.2021_Fillable.pdf</a></li> <li>• Referral to ESG-CV Community Housing Specialist <a href="https://bestsinglesourceplus.org/wp-content/uploads/2021/04/BSS-ESG-CARES-CHS-Referral-Form_4.21.2021_Fillable.pdf">https://bestsinglesourceplus.org/wp-content/uploads/2021/04/BSS-ESG-CARES-CHS-Referral-Form_4.21.2021_Fillable.pdf</a></li> </ul>				
Community Housing Specialist or Case Manager	<ul style="list-style-type: none"> <li>• Calculate Fair Market Rent</li> <li>• Develop Rent Reasonableness Evaluation  <a href="https://bestsinglesourceplus.org/wp-content/uploads/2021/04/BSS-ESG-CARES-Rent-Reasonableness-Worksheet_4.21.2021_Fillable.pdf">https://bestsinglesourceplus.org/wp-content/uploads/2021/04/BSS-ESG-CARES-Rent-Reasonableness-Worksheet_4.21.2021_Fillable.pdf</a></li> </ul>				

Role(s)	Forms/Process Required	Date Signed	Yes	No	Notes
CHS/Case Manager/Client/Landlord	<ul style="list-style-type: none"> <li>Outreach to and Negotiation with Owner or Property Manager</li> <li>Client's Housing Application Fee Paid</li> </ul>				

**Required for rental assistance – debt [arrears] and ongoing rent in addition to above forms:**

Role(s)	Forms/Process Required	Date Signed	Yes	No	Notes
Case Manager/Client/Landlord	Security Deposit Paid				
Case Manager	Minimum Habitability Standards Inspection <i>(before rent is paid)</i> <a href="https://bestsinglesourceplus.org/wp-content/uploads/2021/03/BSS-ESG-CV-Habitability-Standards_City_3.24.2021_Fillable.pdf">https://bestsinglesourceplus.org/wp-content/uploads/2021/03/BSS-ESG-CV-Habitability-Standards_City_3.24.2021_Fillable.pdf</a>				
Case Manager/Client/Landlord and/or CHS	Landlord Rental Assistance Agreement* <b><i>This agreement should be signed before a check is requested for rental assistance and/or rental arrears.</i></b> <a href="https://bestsinglesourceplus.org/wp-content/uploads/2021/04/BSS-ESG-CARES-Landlord-Rental-Assistance-Agreement_Final_4.21.2021.pdf">https://bestsinglesourceplus.org/wp-content/uploads/2021/04/BSS-ESG-CARES-Landlord-Rental-Assistance-Agreement_Final_4.21.2021.pdf</a>				
CHS/Landlord	Incentives Addendum <i>(if applicable)</i>				
Case Manager/Client/Landlord	1 <sup>st</sup> Month's Rent				
Client/Landlord	Signed lease in client's name or rent payment document/financial records				
Case Manager/Client	<ul style="list-style-type: none"> <li>Assistance with obtaining utilities &amp; making moving arrangements</li> <li>Ongoing tenant counseling &amp; getting feedback about housing fit; determine potential client needs</li> </ul>				
Case Manager/CHS/Landlord	<ul style="list-style-type: none"> <li>Secure feedback from landlord/ property manager about tenant stay; determine challenges, if applicable, and/or follow-up</li> </ul>				

*\*Landlord/Property Manager only has to sign a Rental Assistance Agreement once per unit, unless the elements of contract are changing.*