

## Intake Prospective Tenant Checklist

### Support Services Department

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Client Name: \_\_\_\_\_

Date: \_\_\_\_\_

Criteria:

- Proof of Bermudian Status i.e. stamped passport, letter from immigration
- Employment - must have copies of most recent paystubs for all working persons over 18 years of age
- Self-employment - have tax employment receipts for self-employed persons
- Copies of all other income sources (child support, pensions etc.)
- Social Insurance Information
- Verify if applicant has arrears with BHC
- Verify if applicant has arrears with Bermuda Credit Association
- Provide proof of need for housing i.e. if being evicted, formal eviction proceedings and documentation which is signed and dated is required. If being evicted by a family member, statement describing the reason for eviction must be signed and dated by the family member along with contact information is required.
  - If you live in an emergency shelter written verification form a shelter staff member conforming that you have been living there, duration, signed and dated.
  - If residing in a hospital or institution, an agency letter or official documentation verifying date of discharge.
  - Provide proof of emergency (eviction notice, court summons, delinquency letter from landlord)
- Other: \_\_\_\_\_

Intake Officer's Comments: \_\_\_\_\_

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