

Relocation Checklist for Tenants with a Tenant-Based Subsidy Moving from a Project-based Building to a Scattered-site Unit

This checklist outlines steps for Project-based ICMS staff when clients with tenant-based subsidies want to relocate from an unsubsidized unit in the building to a scattered-site unit in the private market. Please note that a Reasonable Accommodation (RA) may be required in order to relocate.

| Task | Notes | Complete |
|---|--|--------------------------|
| Confirm client is eligible for relocation | Contact the subsidy provider/Public Housing Authority (e.g. Brilliant Corners, HACLA, LACDA) to confirm eligibility requirements (<i>relocation eligibility may vary depending on the subsidy</i>) | <input type="checkbox"/> |
| Confirm client is document-ready to move | Current ID, current income verification, Social Security card if applicable | <input type="checkbox"/> |
| Confirm client does not have an outstanding balance on their rent ledger | Request ledger from Property Management Create a plan with client to resolve any existing balance | <input type="checkbox"/> |
| Assist client in unit search and submit required paperwork to the subsidy provider | Submit UID packet if subsidy is through Brilliant Corners Submit RFTA if subsidy is through a Public Housing Authority (e.g. HACLA, LACDA) | <input type="checkbox"/> |
| Once lease signing is scheduled, send email to HSH RAD team and HSH Program Manager to request ICMS transfer | Send email to: rcalimeris@hsh.lacounty.gov, dserrato@hsh.lacounty.gov and applicable HSH Program Manager (cc Brilliant Corners Housing Coordinator and Program Supervisor if client is connected to TSS) Include client's current address, future address, future SPA and projected lease signing date in the body of the email | <input type="checkbox"/> |
| Request/provide move in assistance | Coordinate and assist with transport of client's belongings to new unit Submit a Move in Assistance (MIA) request if client is eligible for MIA | <input type="checkbox"/> |
| Coordinate warm hand off with assigned Scattered-site ICMS team and HSH Program Manager | Reach out to Scattered-site ICMS Case Manager, Scattered-site ICMS Program Manager, & HSH Program Manager to coordinate a warm hand off | <input type="checkbox"/> |
| Submit Exit request to HSH | Submit Exit Request form to HSH within 48 hours of client move out Indicate on the form that the exit is a transfer | <input type="checkbox"/> |