**McEvenue Homeworks Application Checklist**

Please ensure **ALL** relevant documents mentioned below are attached and uploaded to CRMS along with this completed checklist.
Your application will not be processed until ALL documents are present.
Please contact Homeworks@cmhapeel.ca if you have any inquiries.

**All Applications MUST include the following:**

[ ]  Open up a Homeworks Tab for client in CRMS

[ ]  Enter todays date under “Pending Assessment” date

[ ]  Completed McEvenue Homeworks Application including amount being requested

Payment information:

[ ]  Electronic Funds Transfer (EFT) – Completed EFT form

OR

[ ]  Cheque – Banking institution, account number, mortgage number (if applicable)

\*Please note: it is the responsibility of the worker to ensure any specific instructions on issuing a cheque to a specific institution are communicated in the application

\*Please note: Requests for cheques may take up to 5 business days

\*Please note: Payment can NOT be issued to client directly

\*Please note: Homeworks does NOT issue e-transfers

[ ]  Most recent bank statements demonstrating activity over the last three months

\*Please note: Screenshots are NOT acceptable – full bank statement is required including:

 (a) Client name + Banking details

 (b) Transaction Records

[ ]  Income verification – if client is on a fixed income (i.e. Ontario Works, ODSP, CPP etc.)

[ ]  Lease agreement outlining the:

(a) Landlords name

(b) Monthly Rental Amount

(c) Address of residence

[ ]  Proof of arrears (ex. A formal letter or notice from landlord) indicating:

(a) Landlords name

(b) Unit of residence

(c) Total amount owing in arrears

**Please attach the following documents for your specific application requests:**

**Rental Assistance/First & Last Month/Rental Arrears/Mortgage**

[ ]  Sustainability plan – brief paragraph outlining how the client intends on completing rent payments going forward

[ ]  Mortgage statement outlining:

1. Amount
2. Payment Information

\*Please note: the expectation is that the client remains in the unit as Homeworks is meant to support in sustaining housing for the client applying

**Furniture/Home Items**

[ ]  Two quotes for furnishings

**Services: Cleaning/Moving**

[ ] Two quotes for services