

New Housing Search Plan

Apricot Client ID: _____

Date: _____

Identifying housing needs and wants:

Below, create two lists. One will identify the things you need from your housing (specific location, rent price, accessibility issues, etc.) and the other will identify things you want (specific school district, washing machine, etc.)

Needs:

Wants:

Setting housing search parameters

Rent range: _____ to _____

Desired unit size: _____

Desired neighborhoods/areas: _____

Other (childcare/transportation/employment needs): _____

Housing Search Action Steps

1. Identifying housing leads

I will follow up on _____ number of housing leads before our next meeting.

Common Screening Criteria to ask landlord about during call:

- Income requirement
- Minimum credit score
- Rental history
- Other

2. Submitting applications and unit visits

I will submit _____ number of applications and do _____ number of unit visits.

Required items for the application process:

- Application fee

- Documents required
- Holding fee
- Other

Other items to complete during housing search:

- ___ Debt negotiations and payoff
- ___ Obtaining credit report
- ___ Working to repair credit
- ___ Obtaining positive landlord reference

Client Signature: _____

Housing Specialist Signature: _____

Date Completed: _____