

## Case File Status Chart (Tenant)

**Property Address:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Tenant Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Telephone (Day)** \_\_\_\_\_ **(Evening)** \_\_\_\_\_

**Tenant Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Telephone (Day)** \_\_\_\_\_ **(Evening)** \_\_\_\_\_

Documentation	Initiated		Completed	
	Initials	Date	Initials	Date
Preliminary Notice	_____	_____	_____	_____
Notice of Relocation Eligibility	_____	_____	_____	_____
Tenant Assistance Application and Worksheet	_____	_____	_____	_____
90-Day Notice to Vacate	_____	_____	_____	_____
30-Day Notice to Vacate	_____	_____	_____	_____
Follow up (ensure property has been vacated)	_____	_____	_____	_____
Payment	_____	_____	_____	_____