

RESIDENTIAL INFORMATION CHECKLIST



LEASE PAYMENTS & TENANTS RIGHTS

- How much is the rent each month?
- Are utilities included? If not, what specifically am I responsible for?
- When is the rent due?
- How is rent calculated? i.e. Percentage of income, a fixed amount or the lesser or greater of both.
- If my income decreases, can I pay less rent?
- If my income increases, can that be calculated at the start of a new lease?
- Does the lease provide information about my rights as a tenant?
- Does the lease provide information about protection from eviction? What is the required process?
- If not, will you include in my lease a list of my rights as a tenant in an understandable format?
- Does the lease provide information about the landlord's responsibility to give proper notification and an opportunity to correct any perceived lease violations?
- Does the lease provide contact information about how to access legal assistance to protect my rights?
- Do you include the HCBS rules in the lease?



ROOMMATES - COMPATABILITY-INTERESTS

- Can I meet my potential housemates? In the home? On an outing? Or another setting?
- Will I have my own room? If not, how many roommates will I have?

STAFFING CONSIDERATIONS

- How many staff are there & what is the staffing schedule? shifts?
- How many different staff will be working with me in a typical day and week?
- Can I meet the staff and spend time getting to know them?
- What has the staff retention been like over the last 2 years for DSP?
- What is the ratio of managers to residences?
- What is the staff retention for managers?
- What happens when a staff member calls out?
- What happens if I want to stay home instead of going out for the day?
- Do you have PRN staff available?
- What happens if I feel uncomfortable with a particular staff person?



PATIENT PAY AND PROGRAM RULES

- Is patient pay included in the amount due?
- If not, will you separate those out?
- Are program rules separate from the lease agreement?
- If not, will you separate those out?
- Will you provide those program rules for me to read?
- Is there room for negotiation of program rules?
- How does the program support people who may need a higher level of support? Medical and Behavioral
- Do you include the HCBS rules in the program rules?

SPECIFIC CONSIDERATIONS

- Will I have a problem having an overnight guest?
- Do you allow pets?
- How close is public transportation?
- Does the program offer any transportation?
- Do you have a vehicle that can transport me safely?
- If I do not want to attend a program during the day and prefer to stay home, does that conflict with any related program rules?
- Do you have the ability to provide high levels of individual supports?