Transitional Rent Self-Pay Sustainability Assessment

This form helps providers fairly and consistently assess whether a member can use their own resources to pay rent after Transitional Rent ends.

1. Member information	
Member name:	
Member ID/CIN:	
Proposed unit address:	ZIP code:
Move-in date:	

2. Housing cost, income and documentation	
Monthly rent: $_____	Supporting documentation attached: ☐ Lease/Rental agreement ☐ Other: _____
Total verified monthly income: $_____	Rent-to-income ratio (rent divided by income): _____%
Income source: ☐ Employment ☐ SSI/SSDI ☐ General assistance ☐ Other	

3. Sustainability review		
Rent-to-Income Ratio	**Review Category**	**Provider Action Required**
≤ 50%	Generally sustainable	Confirm income and when the member is expected to assume rent when Transitional Rent ends in Housing Support Plan.
51% to 70%	Additional review required	Explain why the plan is still reasonable and identify mitigating factors that make self-payment feasible.
> 70%	Generally not sustainable without strong mitigation	Provide significant documented mitigating factors that make self-payment feasible.

Stability and mitigating factors – check all that apply:	
☐ Income is stable and expected to continue	☐ Member has maintained housing on similar rent-to-income ratio.
☐ Savings, reserves or reliable financial support are available.	☐ No significant financial obligations would prevent self-payment.
☐ Member has a realistic plan to increase income, reduce expenses or secure another housing resource.	☐ Affordable housing alternatives have been explored.

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4. Provider justification **(Required if rent exceeds 50% of income.)**
Explain how housing will be maintained with current income after Transitional Rent ends.

5. Provider attestation	
☐ I attest that the member has been informed and agrees to this arrangement, and supporting documentation has been reviewed based on the member's housing plan and ability to self-pay.	
Provider representative:	Date:
Title:	Phone: