**File Sequence for ESG case files**

*\*Right Side Case Folder (front to back)*

* Prescreen
* Consent Forms
* Identification - SS for all family; picture ID for adults and BC for children.
* Client Intake - Income Calculation/Budget Form (1form)
* Documents verifying income
* Rent Reasonable
* Property Appraisal
* Lease Agreement
* Violence Against Women form

**File Sequence for ESG Case Files**

*\*Left Side (front to back)*

* Request for Funds Form
* Three Day Notice/Eviction Notice
* Landlord Verification Form Verifying Housing Status
* W-9
* Enrollment page
* showing members in Household
* Client Track Services
* Request for funds case note