

**COMMUNITY HOUSING PARTNERSHIP  
PROPERTY MANAGEMENT/TENANT SERVICE  
COORDINATION MEETING WORK SHEET**

Property: \_\_\_\_\_

Date: \_\_\_\_\_

Attendees: \_\_\_\_\_

**During this meeting you should thoroughly review the status of all tenants who live in the property. You should bring the worksheet from the pervious meeting with you so that you can track changes and conduct follow-up to action steps that were developed. This meeting should take about two hours and should only be interrupted for emergencies. This meeting should take place on Thursdays. A copy of this form should go to PM and TS Department Directors.**

General Department Check-In (“peer check-in”, staffing issues, major site issues)

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New Tenant Move-In (name of tenant, unit #, date of move-in, date of welcoming event)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Tenant Move-out (name of tenant, unit # date of move-out, status of exit interview)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Screening Status (name of applicant, date of screening 1<sup>st</sup> & 2<sup>nd</sup> , status of applicant)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Housing Retention – Rent Payment (name of tenant, unit #, status of notices, status of payment plan, status of subsidy, describe outreach plan, list action steps)**

1. \_\_\_\_\_  
\_\_\_\_\_  
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2. \_\_\_\_\_  
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3. \_\_\_\_\_  
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8. \_\_\_\_\_  
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\_\_\_\_\_
9. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Housing Retention – Rules Violations/Behavioral Issues (name of tenant, unit #, state violation/behavior issues, program violations, special family issues, status of notices, describe outreach plan, list action steps)**

1. \_\_\_\_\_  
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9. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Life Retention/Health Watch (name of tenant, unit #, explain situation, describe outreach plan, list action steps for intervention/assistance needed from TS and PM staff, date and outcome of last wellness check—note this section is for tenants in crisis, hospitalizations, major health issues, and mental health issues; these tenants should be checked on at least weekly by TS staff unless other arrangements are made)**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
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\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Legal Issues (describe status of any legal issues related to tenancy)**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Other Issues (building maintenance, community issues, etc)**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Upcoming Events (meetings, trainings and other functions)**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Comments (any additional thoughts or comments)**

1. \_\_\_\_\_
2. \_\_\_\_\_