

**Rental Responsibilities and Housing Necessities Checklist**

Securing housing is an essential aspect of care for newcomers. But doing so in the current housing market can be very difficult. This downloadable resource can help case managers, housing coordinators, and community sponsors and supporters, including private sponsor groups (PSGs), stay organized from housing search through move-in.

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| Rental Responsibilities |
| Activity | Deadline | Status | Responsible Party |
| PSG/Agency | Newcomer |
| Create budgeting sheet for rent, utilities, household items, etc. |       |  | [ ]  | [ ]  |
| Identify which [public housing and rental benefits](https://refugeehousing.org/resources/demystifying-the-united-states-department-of-housing-and-urban-development-hud/) the newcomer is eligible for, and submit applications |       |  | [ ]  | [ ]  |
| [Search housing platforms](https://refugeehousing.org/resources/helping-newcomers-with-the-housing-search/) for affordable rental units |       |  | [ ]  | [ ]  |
| Send [letter to landlord(s)](https://refugeehousing.org/resources/landlord-toolkit/) about renting to newcomer |       |  | [ ]  | [ ]  |
| Visit prospective unit(s) with criteria from [RHS’ Housing Walk-Through Checklist](https://switchboardta.org/resource/sample-housing-walk-through-checklist/) in mind  |       |  | [ ]  | [ ]  |
| Apply for rental unit(s) |       |  | [ ]  | [ ]  |
| Pay security deposit |       |  | [ ]  | [ ]  |
| Review lease with newcomer and translator if needed  |       |  | [ ]  | [ ]  |
| Sign lease and provide a signed copy to the client |       |  | [ ]  | [ ]  |
| Conduct a [housing and lease orientation](https://settleinus.org/life-in-the-u-s/housing/) with the client to ensure they are familiar with points of contact for repairs, important information about renting in the U.S., and other pertinent details  |       |  | [ ]  | [ ]  |

The checklist below draws on requirements of the Reception and Placement (R&P) program but is a useful tool for anyone supporting newcomers with basic housing necessities. Be sure to consult any relevant grant documentation for your specific program to ensure key items are included.

Here are some best practices to keep in mind:

* Typically, items can be new or donated (donated items should be clean and in working order)
* Keep receipts for purchased and donated items for client or program records
* Consider cultural preferences and identify equivalent items to act as a replacement, as needed

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| Basic Housing Necessities |
| Item | Quantity | Purchased or Donated? | Culturally Appropriate Equivalent (if any) |
| Furniture |
| Bed frame | 1 per couple/individual |  |       |
| Mattress and box spring | 1 per couple/individual |  |       |
| Kitchen table | 1 per household |  |       |
| Kitchen chair | 1 per person |  |       |
| Couch (or equivalent seating) | Sufficient to fit all household members |  |       |
| Set of drawers or shelves | Dependent on household size/closet space and shelving |  |       |
| Kitchen |
| Spoon | 1 per person |  |       |
| Knife | 1 per person |  |       |
| Fork | 1 per person |  |       |
| Plate | 1 per person |  |       |
| Bowl | 1 per person |  |       |
| Cup | 1 per person |  |       |
| Cutting board | 1 per household  |  |       |
| Potholder | 1 per household |  |       |
| Kitchen towel | 1 per household |  |       |
| Saucepan | 1 per household |  |       |
| Large pot | 1 per household |  |       |
| Frying pan | 1 per household |  |       |
| Serving bowl | 1 per household |  |       |
| Large spoon  | 1 per household |  |       |
| Kitchen knife | 1 per household |  |       |
| Can opener | 1 per household |  |       |
| Utensil/drawer organizer | 1 per household |  |       |
| Spatula  | 1 per household |  |       |
| Linens |
| Bath towel | 1 per person |  |       |
| Washcloth | 1 per person |  |       |
| Sheet set with pillowcases | 1 per bed |  |       |
| Blanket | 1 per bed |  |       |
| Pillow | 1 per person  |  |       |
| Cleaning Supplies |
| Mop and bucket | 1 per household |  |       |
| Broom and dust pan | 1 per household |  |       |
| Vacuum | 1 per household with carpet  |  |       |
| Toilet brush | 1 per household |  |       |
| Trash bags  | 40 13-gallon bags per household |  |       |
| Waste basket | 1 per household |  |       |
| Waste basket (small) | 1 per bathroom  |  |       |
| Dish soap  | 1 per household |  |       |
| All-purpose cleaner | 1 per household |  |       |
| Plunger | 1 per household |  |       |
| Sponges or rags | 2 per household  |  |       |
| General Items |
| Lamp (unless lighting is present and adequate)  | 1 per room  |  |       |
| Light bulbs | 1 per lamp plus an additional 2 per household  |  |       |
| Pad of paper/notebook | 1 per household  |  |       |
| Pens  | 1 pack per household |  |       |
| Hangers | 10 per household |  |       |
| First aid kit (with thermometer) | 1 per household  |  |       |
| Phone charger | 1 per household |  |       |
| Toiletries |
| Toilet paper | 12 rolls per household |  |       |
| Shampoo  | 1 bottle for every 3 people |  |       |
| Bar of soap | 1 per person |  |       |
| Toothbrush | 1 per person |  |       |
| Toothpaste | 1 tube for every 3 people  |  |       |
| Deodorant | 1 per person |  |       |
| Feminine hygiene items | 1 pack for each female age 12+ |  |       |
| Hair-type-appropriate hairbrush/comb | 1 for every 3 people  |  |       |
| Shower rod, hooks, and curtain (if necessary) | 1 per shower |  |       |
| Lotion or petroleum jelly | 1 per household  |  |       |
| Baby Items (as needed) |
| Crib | 1 per child under 18 months |  |       |
| Baby mattress | 1 per child under 18 months |  |       |
| Crib sheet | 1 pack of 2 per child under 18 months |  |       |
| Baby blanket | 1 per child under 18 months |  |       |
| Sippy cups | 1 per child under 18 months |  |       |
| Baby spoons | 1 per child under 18 months |  |       |
| Baby wipes  | 1 pack per child under 18 months |  |       |
| Appropriate size diapers | 1 large box per child under 18 months |  |       |
| Baby lotion | 1 bottle per child under 18 months |  |       |
| Baby bath wash | 1 per child under 18 months  |  |       |
| Additional Items |
| *Use the space below to add any additional items your program provides as a best practice when outfitting a new home.* |
| Ex: Mattress cover | *1 per mattress* |  |       |
| Ex: Rice cooker | *1 per household* |  |       |
| Ex: Tea kettle | *1 per household* |  |       |
| Ex: Coffee maker | *1 per household* |  |       |
| Ex: Toolbox | *1 per household* |  |       |
| Ex: School supplies | *1 set per school-aged child* |  |       |
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