**ABODE Policies and Procedures Excerpt**

**Housing Search and Placement Assistance**

Housing Services Coordinators or Housing Specialists (depending on the program) will assist program participants in locating, obtaining, and retaining suitable permanent housing. These include:

* Housing search and location
* Landlord engagement and outreach
* Assessment of housing barriers, needs, and preferences for the participants;
* Educating participants on how to conduct housing search
* Assistance with submitting rental applications, understanding and completing leases.

Some housing search assistance may be delivered in group settings such as housing search and tenancy classes.

All services, referrals, and assistance should be documented in case notes in the household file or property file and appropriate documentation provided where appropriate.