Tenant File Checklist

Move-In
___ 1. Rental Application, with the date and time received indicated by either using a date and time stamp or writing and initialing the date and time on the application.

___ 2. Criminal and Sex Offender background check for all adult family members including Live-in Aides.
   **NOTE:** All criminal records must be destroyed once they have accomplished their intended use.

___ 3. Prior landlord verification (if part of the screening process outlined in the Tenant Selection Plan)

___ 4. Credit report (if part of the screening process outlined in the Tenant Selection Plan)

___ 5. Social Security verification documents for every family member age 6 or older

___ 6. Declaration of Citizenship Form for all family members

___ 7. HUD Race and Ethnic Data Reporting Form, form HUD-27061-H (9/2003), for Head, Spouse, Co-Head, and recommended for all family members.
   **NOTE:** When applicants do not complete the race and ethnicity form owners should place a notation in the tenant file that the applicant chose not to provide the race and ethnicity certification.

___ 8. Elderly household verification (if applicable)

___ 9. Third-party student status verification for all adult full time students (if applicable)

___ 10. Third-party disabled household verification from a doctor or other healthcare professional (if applicable)

___ 11. Family Summary Sheet with all family members identified correctly

___ 12. HUD Form 9887 and 9887A Notice and Consent for the Release of Information (02/2007) signed by the Head, Spouse, and Co-Head of any age and by all adult family members age 18 or older.

___ 13. Receipt of HUD Fact Sheet “How Your Rent is Determined” (06/2007)

___ 14. Receipt of Resident Rights and Responsibilities Brochure

___ 15. Section 214 Status or SAVE documentation for all non-citizen family members (if applicable)

___ 16. Disposition of Assets Certification for all adult family members

___ 17. Third-party verification of all sources of household income

___ 18. Third-party verifications and completed No-Income Questionnaire for each adult family member (for households claiming no income)

___ 19. Third-party verification of all household assets

___ 20. Third-party verification of all allowable expenses

___ 21. Copies of documents provided by the tenant and a written explanation as to why third-party verification was not obtained (if any required third-party verifications were not possible or delayed 14 days or more)

___ 22. HUD Lease signed by all adult family members (06/2007)

___ 23. Security Deposit Receipt
24. Lead Based Paint Disclosure and Documents (if applicable)

25. House Rules

26. Pet Rules (if applicable)

27. Move-In Inspection signed by the owner and Head of Household

28. HUD Form 50059 signed by signed by all the Head, Spouse, and Co-Head of any age and by all adult family members age 18 or older.

29. Initial Notice

Annual Recertifications

1. Annual Unit Inspection

2. 120 Day Recertification Reminder Notice

3. 90 and 60 Day Recertification Reminder Notices (if applicable)

4. Recertification Interview Worksheet

5. HUD Form 9887 and 9887A Notice and Consent for the Release of Information (02/2007) signed by the Head, Spouse, and Co-Head of any age and by all adult family members age 18 or older.

6. Disposition of Assets Certification for all adult family members

7. Third-party verification of all sources of household income

8. Third-party verifications and completed No-Income Questionnaire for each adult family member (for households claiming no income)

9. Third-party verification of all household assets

10. Third-party verification of all allowable expenses

11. Copies of documents provided by the tenant and a written explanation as to why third-party verification was not obtained (if any required third-party verifications were not possible or delayed 14 days or more)

12. HUD Form 50059 signed by signed by all the Head, Spouse, and Co-Head of any age and by all adult family members age 18 or older.

13. Receipt of HUD Fact Sheet “How Your Rent is Determined” (06/2007)

14. Receipt of Resident Rights and Responsibilities Brochure

15. 30 day advance notice of increase in rent

16. Initial Notice of Recertification
Interim Recertifications for changes in income, assets, and/or expenses

1. Third-party verification of all sources of household income
2. Third-party verifications and completed *No-Income Questionnaire* for each adult family member (for households claiming no income)
3. Third-party verification of all household assets
4. Third-party verification of all allowable expenses
5. 30 day advance notice of increase in rent (if tenant complied with the interim reporting requirements)
6. HUD Form 50059 signed by the Head, Spouse, and Co-Head of any age and by all adult family members age 18 or older.

Interim Recertifications for new family members moving in

1. Criminal and Sex Offender background check for all adult family members including Live-in Aides. **NOTE:** *All criminal records must be destroyed once they have accomplished their intended use.*
2. Social Security verification documents for every new family member age 6 or older
3. Declaration of Citizenship Form for all new family members
4. HUD Race and Ethnic Data Reporting Form if the new member is Spouse or Co-Head and recommended for all other new family members)
5. HUD Race and Ethnic Data Reporting Form, form HUD-27061-H (9/2003), if the new member is a Spouse or Co-Head, and recommended for all family members. **NOTE:** *When applicants do not complete the race and ethnicity form owners should place a notation in the tenant file that the applicant chose not to provide the race and ethnicity certification.*
6. Third-party student status verification for all new adult students (if applicable)
7. Third-party disabled household verification from a doctor or other healthcare professional (if applicable)
8. Family Summary Sheet with all family members identified correctly
9. HUD Form 9887 and 9887A Notice and Consent for the Release of Information (02/2007) signed by the Spouse, and Co-Head of any age and by all new adult family members age 18 or older.
10. Section 214 Status or SAVE documentation for all new non-citizen family members (if applicable)
11. Disposition of Assets Certification for all new adult family members
12. Third-party verification of all sources of the new family members’ income
13. Third-party verifications and completed *No-Income Questionnaire* for each new adult family member claiming no income
14. Third-party verification of all new household members’ assets
15. Third-party verification of all new household members’ allowable expenses
___ 16. Copies of documents provided by the new family members and a written explanation as to why third-party verification was not obtained (if any required third-party verifications were not possible or delayed 14 days or more)

___ 17. HUD Form 50059 signed by the Spouse, and Co-Head of any age and by all adult family members age 18 or older.

___ 18. 30 day advance notice of increase in rent (if applicable)

**Unit Transfers**

___ 1. Documentation stating the reasons for the unit transfer.

___ 2. HUD Form 50059 signed by the Head, Spouse, and Co-Head of any age and by all adult family members age 18 or older.

___ 3. Documentation that the security deposit was either transferred to the new unit or refunded to the tenant and a new security deposit was charged for the new unit

**Gross Rent Changes**

___ 1. HUD Form 50059 reflecting the new Contract Rent, Tenant Rent, Total Tenant Payment, Utility Allowance, and Assistance Payment.

**NOTE:** The HUD Form 50059 must be signed by the Head, Spouse, and Co-Head of any age and by all adult family members age 18 or older if the Gross Rent Change changes the Tenant Rent, Total Tenant Payment, and/or Utility Allowance.

**Move-Out**

___ 1. Move-out notice from tenant (if tenant provided notice)

___ 2. Move-out Inspection Form signed by the tenant and owner

___ 3. Security deposit disposition form with refund within 30 days (or sooner if required by state or local law)

___ 4. Copy of the itemized list of the damages and charges provided to the tenant (if applicable)

**Other Documentation**

___ 1. Requests for Maintenance

___ 2. Requests for Reasonable Accommodations

___ 3. Requests for Unit Transfers

___ 4. Tenant Correspondence

___ 5. Notice to Quit

___ 6. Summons and Compliance Notices

___ 7. Stipulated Judgments

___ 8. Collection Notices

___ 9. Other Notices to Tenant