

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 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 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 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