Low Rent Tenant File Checklist
(bolded are required for everyone; all others required, if applicable)

☐ Application
  o Criminal History Acknowledgement
  o Birth Certificate (or proof of DOB)
  o SS Cards
  o Photo ID or Driver’s License
  o Declaration of Citizenship or Citizenship Documents
  o Income Verification
  o Deduction(s) Verification
  o Landlord Verification
  o Credit History Report
  o Preference Verification

☐ HUD Form 9886 – Privacy Act
☐ HUD Form 92006 – Supplement to Federal Application
☐ HUD Form 52675 – Debts Owed and Termination
☐ Utility Connection
☐ Lease
  o Violence Against Women Act Forms HUD-5380, HUD-5382 and HUD-5383
  o Pet Policy – lease addendum
  o Lead Base Paint Notice
  o Yard Policy – disabled/elderly, tenant maintained or HA
  o Smoke Detector operation and Policy
  o Extermination Policy
  o Criminal Screening Policy
  o Security Deposit Agreement

☐ Choice of Rent
☐ EIV Brochure to Tenant
☐ HUD Form 50058
☐ Lease Amendment – annual or interim adjustments
☐ Notice of Rent Adjustment – annual or interim adjustments
☐ Annual Re-exam notice
☐ Annual Re-exam Packet
☐ Family Composition
☐ Deduction Verification
☐ All income Verification
☐ EIV
☐ Form 9886 – new one every year
☐ Tenant and PHA Certification
☐ Community Service
- Exemption Form
- Community Service Hours Log
- Verification Economic Self Sufficiency
- Non Compliance Letters

☐ EID
- Qualifying letter
- Calendar
- 100% EID worksheets
- 50% EID worksheets

☐ Extermination Schedule / Notice
☐ Lease Infractions
☐ Late Rent Notices
☐ Resident Complaints
☐ Work order or repair charges
☐ Any other notice or communication
☐ Sheet of communication with tenant
☐ Repayment Agreements
☐ Reasonable Accommodation Request
☐ Transfer Request
☐ Move-In inspection / Move-out inspection
☐ House Keeping inspection
☐ Annual Inspection
☐ Annual UPCS Inspection
☐ Work Orders