

Tenant Name: _____

HCV Tenant File Checklist

(bolded are required for everyone; all others required, if applicable)

- Application – all initial eligibility paper work**
 - Income and deductions**
 - Credit Report
 - Criminal history acknowledgment**
 - Declaration of Citizenship**
 - Birth Certificate (or proof of DOB)**
 - SS Cards**
 - Photo ID or Driver's License**
 - Preference Verification
- Privacy Act – 9886 initial**
- HUD Form 92006 – Initial**
- HUD Form 52675 – Debts Owed and Termination**
- HAP Contract / Rent Adjustments**
- Offer Letter
- Voucher**
- Request For Tenancy Approval**
- Rent Reasonableness**
- HAP Contract**
- Tenant Lease**
- Tenancy Addendum**
- HUD Form – 91067 VAWA Tenancy Addendum**
- Violence Against Women Act Forms HUD-5380, HUD-5382 and HUD-5383**
- Utility Allowance Computation**
- Landlord Communication
 - Program Violations
- Tenant Communication
 - Program Violations
- Inspection Notice**
- Inspections**
- Repair letters**
- Annual Recertification Worksheets
- PHA Certification**
- Tenant Certification**
- HUD Form 9886 – Privacy Act annual**
- HUD Form 92006 – renewal or changes
- HUD Form 50058**
- EIV**
- Verifications – all income and assets**
- Deductions – Medical/Childcare**