

Tenant Name: _____

Low Rent Tenant File Checklist

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

- Application**
 - Criminal History Acknowledgement**
 - Birth Certificate (or proof of DOB)**
 - SS Cards**
 - Photo ID or Driver's License**
 - Declaration of Citizenship or Citizenship Documents**
 - Income Verification**
 - Deduction(s) Verification**
 - Landlord Verification
 - Credit History Report
 - Preference Verification
- HUD Form 9886 – Privacy Act**
- HUD Form 92006 – Supplement to Federal Application**
- HUD Form 52675 – Debts Owed and Termination**
- Utility Connection
- Lease**
 - Violence Against Women Act Forms HUD-5380, HUD-5382 and HUD-5383**
 - Pet Policy – lease addendum**
 - Lead Base Paint Notice**
 - Yard Policy – disabled/elderly, tenant maintained or HA**
 - Smoke Detector operation and Policy
 - Extermination Policy**
 - Criminal Screening Policy**
 - 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