What should be in the tenant file?

Other Programs

**APPLICATION & MOVE-IN – include the following documents/documentation:**

* Rental application (and pre-application, if used) – must be signed & dated by all adult household members
* All correspondence regarding the application (such as waiting list update notification letters, etc.)
* Evidence that all adult applicants have been screened as outlined in the Tenant Selection Plan:
  + Credit report, previous landlord check, home visit report, criminal report
  + Evidence that adult applicants have been screened as required for HUD’s mandatory provisions (HOME, NHTF, CDBG and NSP) for the prohibition of admission:
    - Lifetime sex offender registry. Evidence must be in file. If individual states are checked instead of national, application must ask applicants to list all states lived in for adult members.
    - Any household member currently engaged in illegal use or pattern of illegal use of drugs
    - Any household member’s behavior from abuse or pattern of abuse of alcohol
* Certification whether or not the household disposed of assets during the past two years
* Verification of preference, if applicable
* Proof of age (required of all family members), if required for the program.
* Verification of Social Security Number for all family members, if required for the program.
* A Notice & Consent for the Release of Information ***or applicable form provided by the owner/agent indicating the language “Release and Consent Form” for request of but not limited to: personal identity, employment income, assets, etc.***
* Documentation of disability as required by program (required for all applicants claiming disability status)
* Lease:
  + Lease for IHDA Non-Subsidized Programs
  + If applicable, lease addendum for HOME, NHTF, CDBG and NSP
* Required lease addenda:
  + Move-in inspection form
  + TICs- Tenant Income Certification Form (Certification/Recertification)
  + House rules, *if applicable,* signed & dated – full copy must be in file
  + Pet rules, *if applicable*
  + Lead-based paint disclosure (HOME, CDBG and NSP)
  + (VAWA) Violence Against Women Act Addendum, for HOME developments.
* Initial notice of annual recertification, if applicable.
  + verification of full-time student status (verified by college/university registrar)
  + verification of tuition & financial aid
* Third-party verification of all income & assets as reported on the rental application, including but not limited to: employment, pension, Social Security, SSI, Veteran’s pension, child support, alimony, checking account, savings account, stocks & mutual funds, etc.
* For zero income renters, written self-certification of “no income received”
* **RECOMMENDED:** requirement to complete expense questionnaire
* **RECOMMENDED:** income, asset, expense computation worksheet & calculator tape