What should be in the tenant file?

**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
	+ EIV Existing Tenant Search for all family members
	+ Non-dependent student status
		- If independent student, verification of eligibility for Section 8 AND
		- Disclosure of money received from parents and all grant/scholarship money received unless over 23 with dependents
	+ Evidence that adult applicants have been screened as required for HUD’s mandatory provisions 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.
		- Eviction from federally assisted housing for drug-related criminal activity (last three years)
		- 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 for less than fair market value during the past two years
* Verification of preference, if applicable
* Section 214 restriction on assistance to non-citizens:
	+ Owner’s Notice No. 1 – applicant letter – **Section 8 only**
	+ Citizenship Declaration (one per household member)
	+ Family Summary Sheet (completed by the head of household) – **Section 8 only**
	+ Owner’s Summary of Family (completed by the owner/agent) – **Section 8 only**
* Form HUD-27061-H: Race & Ethnic Data Reporting Form (one per household member) *(9/2003, OMB expiration 6/30/2017)*
* Proof of age for all family members
* Verification of Social Security Number for all family members
* Form HUD-9987 & 9987-A: Notice & Consent for the Release of Information *(2/2007)* –**SECTION 8**
* Form HUD-9886: Authorization for the Release of Information/Privacy Act Notice *(exp. 7/31/2021)* – **Mod Rehab**
* Form HUD 92006: Supplemental Information to Application for Assistance, regarding identification of a family member, friend or other person or organization supportive of a tenant for occupancy in HUD assisted housing *(exp. 2/28/2019)*
* Documentation of disability as required by program (required for all applicants claiming disability status)
* Acknowledgment by resident of the receipt of brochures – **Section 8**
	+ Fact Sheet – How Your Rent Is Determined *(9/2010)*
	+ Resident Rights & Responsibilities
	+ EIV and You
	+ HUD-1141: “Applying for HUD Housing Assistance? Think about this. . . is fraud worth it?”\*\*
	+ Certification of Domestic Violence, Dating Violence or Stalking (HUD-91066)\*\*

*\*\*Recommended*

* Lease:
	+ For Section 8: HUD-90105a *(12/2007, OMB expiration 6/30/2017)*
	+ Mod Rehab lease *(11/27/2007)*
* Required lease addenda:
	+ Move-in inspection form
	+ Form HUD-52517-D: Addendum to Lease – **Mod Rehab**
	+ Form HUD-52578-A: Statement of Family Responsibility – **Mod Rehab**
	+ Form HUD-50059 *(6/2014, OMB expiration 6/30/2017)* – **Section 8**
	+ Form HUD-50058 *(11/2013, OMB expiration 12/31/2023)* – **Mod Rehab**
	+ House rules, *if applicable,* signed & dated – full copy must be in file
	+ VAWA lease addendum – form HUD-91067 *(9/2008, OMB expiration 6/30/2017)*
	+ Pet rules, *if applicable*
	+ HUD approved live-in aide addendum, *if applicable*
	+ Lead-based paint disclosure, *for properties built prior to 1978*
* Initial notice of annual recertification
* For eligible students NOT living with parents:
	+ verification of full time/part 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, debit cards, stocks & mutual funds, etc.
* Third-party verification of all medical expenses (elderly/disabled households only)
* Third-party verification of all disability expenses (only for households with a disabled family member where the disability expense allows an adult family member to work)
* For zero income renters, written self-certification of “no income received”
	+ **RECOMMENDED:** requirement to complete expense questionnaire
* Copy of utility reimbursement check, as applicable
* EIV income report (**Section 8:** within 90 days of transmitting move-in to TRACS; **Mod Rehab:** within 120 days of transmitting move-in to PIC)
* **RECOMMENDED:** income, asset, medical expense computation worksheet & calculator tape