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**
	+ **SS Cards, Birth Cert., Drivers License**
* **Privacy Act – 9886 initial**
* **HUD Form 92006 - Initial**
* **HAP Contract / Rent Adjustments**
* TMS 50058 – Recap sheet
	+ Offer Letter
	+ **Voucher**
	+ **Request For Tenancy Approval**
	+ **Rent Reasonableness**
	+ **HAP Contract**
* **Tenant Lease**
* **Tenancy Addendum**
* **Utility Allowance Computation**
* Landlord Communication
	+ Program Violations
* Tenant Communication
	+ HAP Violations
* **Inspection Notice**
* **Inspections**
* **Repair letters**
	+ Annual Recertification Worksheets
	+ **PHA Certification**
	+ **Tenant Certification**
	+ **HUD Form 9886 – Privacy Act annual**
	+ **HUD Form – 52765 – Debts Owed**
	+ HUD Form 92006 – renewal or changes
* **50058**
* **EIV**
* **Verifications – all income and assets**
* **Deductions – Medical/Childcare**