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**