Tenant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Low Rent Tenant File Checklist**

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

* **Application**
	+ **Criminal History Acknowledgement**
	+ **Birth Certificate**
	+ **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**
	+ **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
* RAP sheet of communication with tenant
* Repayment Agreements
* Reasonable Accommodation Request
* Transfer Request
* **Move-In inspection / Move-out inspection**
* House Keeping inspection
* Annual Inspection
* **UPCS Inspection**
* Work Orders