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