REQUIRED DOCUMENTS FOR SECTION 8 TENANT FILES

If your site contains Tax Credits, other documentation will be necessary for Tax Credit compliance. Please contact your MaineHousing Asset Manager guidance.

- **CURRENT RESIDENT FILES MUST CONTAIN THE FOLLOWING:**

- Original Application
    - The application must be time and date stamped by the Owner/agent…
        - Do not time and date stamp the cover page.
    - Must have a valid applicant signature and applicant date.
    - Contents of the Application should include –
        - Household Characteristics
        - General household contact information
        - Identification of the approved preferences
        - Source(s) and estimate(s) of household's anticipated annual income and assets;
        - Citizenship declaration
        - Marketing information to understand how the applicant heard about the property; and
        - Screening information
    - Contents of the Application must include –
        - Whether the applicant or any member of the applicant's household, is subject to State lifetime sex offender registration in any state.
        - Listing of states where the applicant and members of the applicant's household have resided.
    - Disclosure of Social Security Numbers (SSN) for the applicant and for all members of the applicant's household.

- Form HUD-92006 (Supplement to Application for Federally Assisted Housing)
    - Does not have to complete, but must check box and sign at the bottom of form.

- Race and Ethnic Data Reporting form (form HUD-27061-H) for all household members.
    - Does not have to complete, but it is recommended you have the tenant sign the form.

- All eligibility information:
    - Verification of family members:
        - Social Security Numbers

        - Date of birth
        - Disability (if applicable), for reasonable accommodation (if applicable)
            - Live-in Aide
            - Assistance Animal

- Citizenship Declaration Form for all household members
    - Owner Summary of Family (completed by management)
    - Family Summary Sheet (completed by the Head of Household)
    - Multifamily Systematic Alien Verification for Entitlements (SAVE) verification (if applicable)
    - Copies of resident alien card (if applicable)

- Enterprise Income Verification Reports (EIV)
    - Existing tenant search - for all members of the household (adult and children)
    - 90 day income report, including the EIV Summary Report
    - Income discrepancy report (if applicable)
    - EIV Multiple subsidy report (if applicable)
    - Deceased tenant report (if applicable)
    - New Hires Report (if applicable)
    - No Dispute of EIV Information: EIV Income Report, current acceptable tenant provided documentation and, if necessary (as determined by the owner), third party verification from the source
    - Disputed EIV Information: EIV Income Report and third party verification from the source for disputed information.
    - Tenant-reported Income Not Verified through the EIV System: EIV Income Report, current acceptable tenant-provided documents or third party verification from the source.

- Screening information (Per the Owner/Agent's Tenant Selection Procedures):
    - Background Criminal Investigations
        - Including State lifetime sex offender registration for all adults.

- Credit Check (Per the Owner/Agent's Tenant Selection Procedures)

- Landlord reference (Per the Owner/Agent's Tenant Selection Procedures)

- Any other screening as disclosed on management's Tenant Selection Plan, etc.

- Student Eligibility must be completed at every :

    - Move-in Certification
    - Initial Certification
    - Annual Recertification and
    - Interim Recertification (if one of the family composition changes reported is that a household member is enrolled as a student.)
    - Should state "Are you enrolled in an institution of Higher Learning?"

- Move-in Original Lease and attachments

- Current HUD Model Lease

- Lease attachments
    - HUD-50059 signed by the tenants (head, co-head and anyone over 18) and the owner;
    - HUD-50059-A signed by the owner and, when applicable, by the tenant (head, co-head and anyone over 18).
    - Move-in inspection report signed by both the owner and tenant;
    - House Rules, if such rules have been developed by the owner;
    - Lead-based paint disclosure form (if applicable);
    - *Owner's* Live-in Aide addendum (if applicable).
    - *Owner's Police or Security Personnel addendum (if applicable);
    - HUD issued Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA) Lease Addendum (Section 8 only).*
    - Proof of pet deposit (if applicable)
        - Pet Lease Addendum
        - Pet rules

- Lead Base Paint Disclosure (if applicable)

- Proof of Security Deposit
    - Security deposit receipt or copy of check and/or money order.

- Move-in inspection form
    - Must state "Decent, Safe and Sanitary"
    - Boilerplate must have date of inspection
    - Must have O/A and Tenant signature AND signature date

- Original Move-in form HUD-50059

- Current original form HUD-50059

- Gross Rent form HUD-50059A (If applicable)

- Third Party Verifications
    - Information requested by individual verification forms is restricted to data that is no more than 12 months old. (however there are exceptions)
    - Verifications are valid for 120 days from the date of receipt by the owner, *not the effective date of the 50059
- Income, Assets, and Allowances
    - EIV with:
    - Written Third Party Verification (written) – Two Types
        - Type One –Original document generated by third party source
        - 4-6 Consecutive Paystubs
        - payroll summary report
        - employer notice/letter of hire/termination
        - Social Security Administration (SSA) benefit letter
        - child support payment stubs
        - welfare benefit letters and/or printouts
        - unemployment monetary benefit notices

- Type Two –Written documentation sent directly by third party source
    - Signed third party verifications by the tenant
    - Verification forms must clearly state in a prominent location that the applicant or tenant may not sign the consent if the form does not clearly indicate who will provide the requested information and who will receive the information.
    - must include the language required by HUD (Figure 5-5)

- Written Third Party Verification (oral) – Generally, it is best to telephone the verification source rather than to accept verification from a source calling the property management office. Owner should record the following:
    - Third-party's name, position, and contact information;
    - Information reported by the third party;
    - Name of the person who conducted the telephone interview; and
    - Date and time of the telephone call.

- Family Certification
    - The owner must include the following documents in the applicant's or tenant's file:

    - A written note to the file explaining why third-party verification is not possible; or
    - A copy of the date-stamped original request that was sent to the third party;
    - Written notes or documentation indicating follow-up efforts to reach the third party to obtain verification; and
    - A written note to the file indicating that the request has been outstanding without a response from the third party

- Disposal of Asset Verification
    - Must completed by the head of household, spouse or co-head
        - Move-in
        - Initial Certification
        - Annual Recertification

- Form HUD-9887/9887-A
    - Must completed for every adult family member on every
        - Move-in
        - Initial Certification
        - Annual Recertification

- Form HUD-9887 Fact Sheet Acknowledgment
    - Must completed for every adult family member on every
        - Move-in
        - Initial Certification
        - Annual Recertification

- Resident Rights and Responsibility Acknowledgement
    - Must completed for head of household
        - Move-in

- Annual Recertification

- EIV & You acknowledgement
    - Must completed for household
        - Move-in
        - Annual Recertification

- How your Rent is determined Acknowledgement
    - Must completed for applicant/tenant
        - Move-in
        - Annual Recertification

- Initial Notice – 1 year tenant notification

- 120 Recertification Notice

- 30 day rent increase notice

- Other Unit Inspections
    - At least annually

- Proof of Utility Reimbursement (if applicable)

- Minimum rent waiver for tenants paying zero rent (if applicable)

- Information about Repayment Agreement
    - The repayment agreement must:
        - Include the total retroactive rent amount owed, the amount of lump sum paid at time of execution of the agreement, if applicable, and the monthly payment amount.
        - Reference the paragraphs in the lease whereby the tenant is in noncompliance and may be subject to termination of their lease.
        - Contain a clause whereby the terms of the agreement can be renegotiated if there is a decrease or increase in the family's income of $200 or more per month.
        - Include a statement that the monthly retroactive rent repayment amount is in addition to the family's monthly rent payment, and is payable to the owner.
        - Late and missed payments constitute default of the repayment agreement and may result in termination of assistance and/or tenancy.

        - Be signed and dated by the tenant and the owner.

- Information about Tenant's Overpayment of Rent
    - The owner must provide the tenant with written notification, which includes:
        - A notice of the change in rent, effective retroactively to when the error occurred;
        - The new monthly rent the tenant is required to pay;
        - The amount of the overpayment of rent due to the tenant; and
        - A form for the tenant to execute and return to the owner stating whether the tenant wishes to:
            - Receive a full, immediate refund; or
            - Apply the overpayment to future monthly rent payments

MOVE-OUT FILES

In addition to the above items, the move-out files must contain the following:

- Move-out notice
- Move-out Inspection (signed and dated by management and Tenant or Tenant Representative)
    - Ensure the boilerplate is complete.
- Documents supporting the retention of the deposit (i.e., damages, no 30 day notice)
- Security Deposit refund letter to tenant (itemized)
    - Copy of the Security deposit refund check
    - Security Deposits in the state of Rhode Island are to be refunded within 20 days of move-out.
- If the reason for move-out is because the sole member of the household is deceased please attempt to include verification of the date of death.
- Form HUD-50059A
    - Signed by management.

REJECTED APPLICANT FILES

- Original Application
- Screening
- Documentation supporting reason for rejection
- Copy of the Rejection letter to the applicant
    - must state ("Persons with a disability may request a reasonable accommodation") to applicant with explanation
    - Reason(s) for rejection must be in accordance with Project's Tenant Selection Plan.
    - Specifically state reason(s) for rejection
    - Use Specific Terms and Plain Language
- Applicant's right to request a meeting/hearing with 14 days to dispute rejection.
- Appeal Documentation (if applicable)

- Appeal outcome (if applicable)

Before removing any items from your files, please ensure your company policy allows for this practice.