

## Tenant File Review Submission Requirements

### **Rejected Applicant Documentation**

1. Rejection Letter
2. Verification of VAWA Notice of Occupancy Rights and Certification Provided
3. Appeal Documentation

### **Move Out Certification**

1. Move out Notice or Proof of Move out Date
2. Move out Inspection
3. Security Deposit Disposition Letter
4. Itemized List of Damages and Charges
5. Proof of Additional Charges Paid by tenant
6. Move out 50059A

### **Move In Certification/Annual Recertification/Interim Certification/Initial Certification**

1. Application
2. Form HUD-92006
3. EIV Existing Tenant Search Results
4. Race and Ethnicity Declaration Forms
5. Current HUD 9887/9887A
6. Lead-Based Paint Addendum
7. Current Signed Resident Rights and Responsibilities Brochure Acknowledgement
8. Current Signed EIV & You Brochure Acknowledgement
9. Current Signed Fact Sheets on How You Rent is Determined Acknowledgement
10. EIV Reported Receipt of Multiple Subsidies and Support
11. EIV Reported Discrepancies on Deceased Tenant Report and Support
12. EIV Reported Discrepancies on Income Discrepancy Report and Support
13. EIV Reported Discrepancies on New Hires Report and Support
14. EIV Summary Report showing validation
15. EIV Income and Income Discrepancy Reports run within 90 days of Move in Certification Transmission
16. Family Summary Sheet
17. Owner Summary Sheet
18. VAWA Notice of Occupancy Rights and Certification Acknowledgement
19. Verification of Social Security Numbers
20. Citizenship Declaration Forms
21. SAVE Verification & Signed Verification Consent Form
22. Criminal Screening
23. Sex Offender Screening
24. Tenant Selection Plan Screening
25. Verification of Disability
26. Verification of Student Status

27. Verification of Occupant Ages
28. Current HUD Lease
29. Original HUD Lease
30. House Rules
31. Pet Rules
32. Move in Inspection Report
33. VAWA Addendum
34. Owner Lease Addendum(s)
35. Pet Deposit Documentation
36. Verification of Reasonable Accommodation for Assistance Animal(s)
37. Current Annual Inspection
38. Current Recertification Notifications
39. Move In 50059
40. 50059 Related to the Certification Listed in the Request
41. Most Recent 30-Day Notice of Rent Increase
42. Verifications of Income Related to the Certification Listed in the Request
43. EIV Income and Income Discrepancy Reports run for Current Certification
44. Verifications of Assets Related to the Certification Listed in the Request
45. Verification of Allowances/Expenses Related to the Certification Listed in the Request
46. Disposed of Assets Form
47. Minimum Rent Hardship Exception Documentation
48. Repayment Agreement Plan
49. Most Recent Gross Rent 50059A

NOTE: Please refer to the checklist from your scheduling email to reference the property documents that will need to be supplied as well. Some of the items above may not be applicable to the file requested.