

Tenant File Move-In and Recertification Checklist

Property Name:		Unit Number:	
Tenant Name:		Move-In/Recertification Date:	

Section 1	Section 2
<input type="checkbox"/> Tenant File Checklist <input type="checkbox"/> Tenant Income Certification <input type="checkbox"/> Rental Application(s) <input type="checkbox"/> Personal Declaration* <input type="checkbox"/> Demographic/Supplemental Information Form <input type="checkbox"/> Tenant Release & Consent Form <input type="checkbox"/> Calculation Worksheet <input type="checkbox"/> Child Support Documentation* <input type="checkbox"/> Unemployment Affidavit* <input type="checkbox"/> Zero Income Certification* <input type="checkbox"/> Income Verifications <input type="checkbox"/> Management Clarifications* <input type="checkbox"/> Asset Verifications/Under \$5000 Asset Certification* <input type="checkbox"/> Student Certification/Student Verifications* <input type="checkbox"/> Special Needs Certification* <input type="checkbox"/> Live-In Aide Certification and Verifications* <input type="checkbox"/> VAWA Lease Addendum <input type="checkbox"/> VAWA Receipt of Documents Acknowledgement <input type="checkbox"/> Lead-Based Paint Addendum* <input type="checkbox"/> Credit/Criminal Report <input type="checkbox"/> Copies of Household Identifications	<input type="checkbox"/> Lease Agreement <input type="checkbox"/> Right of First Refusal* <input type="checkbox"/> Affordable Housing Addendum* <input type="checkbox"/> Additional Addendum(s) and Policies* <input type="checkbox"/> Move-In Inspection <input type="checkbox"/> Completed Work Orders of Issues Noted on Move-In Inspection* <i>Additional Funding Type Specific Documents:</i> <input type="checkbox"/> Conflict of Interest (HOME) <input type="checkbox"/> Earned Income Disregard* (HOME)
Recertification – Place on top of previous certification. <input type="checkbox"/> Annual Tenant Income Certification <input type="checkbox"/> Personal Declaration* <input type="checkbox"/> Full Certification* (Placed in same order as Move-In Checklist above)	Recertification – Place on top of previous lease. <input type="checkbox"/> Lease Agreement or Lease Renewal <input type="checkbox"/> Affordable Housing Addendum* <input type="checkbox"/> Additional Addendum(s) and Policies*
Section 3	Section 4
<input type="checkbox"/> Rent Portion Change Letters* <input type="checkbox"/> Housing Authority/Section 8 Correspondence*: Request for Tenancy Approval, Section 8 Inspection, Section 8 Contract	<input type="checkbox"/> Tenant Correspondence: Lease Violations, Eviction Agreements, Resident Notices and Letters, Recertification/Renewal Notices, Conversation Logs, etc.

Notes:

- Asterisk (*) denotes documents which may not be applicable.
- Properties with files that do not contain Sections 3 and 4 are encouraged to place such items behind Section 2.
- Properties are encouraged to place a colored sheet of paper between certification years.