

Required Tenant File Documentation

Tenant file records are critical pieces of source documentation, perhaps *the* critical source documentation, used as evidence to support determinations and conclusions in all areas of occupancy monitoring. The tenant file records must be complete and contain all information and forms relevant to occupancy at the project, including:

I. Application/Household Information

- A. Pre-application/application
- B. Screening information/forms
- C. Verification/certification of social security numbers (family members age 6 and older)
- D. Citizenship declaration/immigration status (all family members)
- E. Consent forms
 - 1. HUD-9887, Notice and Consent to the Release of Information (family members age 18 and older)
 - 2. HUD-9887-A, Applicant's/Tenant's Consent to the Release of Information (family members age 18 and older)
- F. Preference verification, if applicable
- G. Eligibility verification documents (e.g., person with disabilities, elderly, live-in aide, assistive animal, etc.)
- H. Acknowledgement of the head of household's receipt of lead based paint disclosure brochure, if applicable
- I. Acknowledgement of head of household's receipt of *Resident Rights and Responsibilities* brochure
- J. Race and ethnicity certification

II. Lease

- A. Lease
- B. Lease amendments/addendums/agreements
- C. Project rules and regulations
- D. Pet rules and pet deposit receipt, if applicable
- E. Security deposit receipt, if applicable
- F. Move-in inspection report
- G. Annual inspection reports
- H. Lead-based paint addendum, if applicable

III. Certification/Recertification

- A. Initial, interim, and annual recertifications
- B. Recertification notices (initial and, if applicable, first, second, and third)
- C. Verifications for income, assets, and deductions
- D. 59 data requirements printout signed by owner/agent or manager who has authority to sign on behalf of the owner and the head, spouse, co-head, and all other family members age 18 or older (It is recommended that certifications and supporting documentation be filed in chronological order with the most recent certification supporting documents on top)
- E. Disposal of assets verification (head of household, spouse, co-head)
- F. Payment plans, if applicable
- G. Correspondence both issued to, or received from, tenant(s)

IV. Other Files That Need to Be Maintained

A. Move-out files

The current tenant file will become the move-out file. In addition to the above items, the move-out files must contain:

- 1. Copy of the intent to vacate notice received from the tenant
- 2. Copy of the notification provided to HUD or the contract administrator
- 3. Move-out inspection report
- 4. Copy of the security deposit disposition notice provided to the tenant
- 5. Documents supporting retaining all or a portion of the security deposit
- 6. Special claims and supporting documentation

B. Application/Reject Files

- 1. Application
- 2. Documentation to support the reason(s) for rejecting, such as screening information from previous landlords, personal references, credit reports, criminal activity, failure to declare citizenship or provide social security numbers, and refusal to sign consent forms
- 3. Copy of the written notice of rejection sent to the applicant
- 4. Any information or letters regarding appeals by applicants