

## 811 PRA Suggested File Outline

### Group 1 - Application and Eligibility Documents

Pre-application and referral info, initial screening, initial eligibility, income verifications and release of information (Provided by either DHS or the Referring Worker)	Credit/Criminal Background History Reports (Per site-specific TSP) Sex Offender Screening
Site Rental Application	Social Security Number Verification
EIV Existing Tenant Search Report	Reasonable Accommodation Forms, if applicable
Age Verification	MN Data Privacy Disclosure Statement
Citizenship Verification & Declaration (Not applicable for Section 811)	Supplement to Application HUD form 92006
Race and Ethnic Data Reporting Form	Disability Verification – Provided by DHS

### Group 2 – Lease, Addendums, Security Deposit Documents

811 PRA HUD Model Lease	Lease Addendums (VAWA)
House Rules (Lease attachment)	Lead-Based Paint Disclosure, if applicable
Security Deposit Agreement, if applicable	Garage/Parking Lease, if applicable
Pet Rules/Policy and other pet data, if applicable	Live-In Aide Agreement, if applicable

### Group 3 – Move-In Documents

Move-In 50059	Verifications
EIV – 90 Day Income Report & Summary Report showing all current household members as “Verified”	Initial HUD 9887/9887-A

### Group 4 – Tenant Correspondence

Lease Violations	Policy Change Notices
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### Group 5 – Inspections

Move-In Inspection	Annual Inspections
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### Group 6 – Recertifications (use a divider between each certification)

Executed 50059/50059-A	Verifications
EIV reports – Summary, Income, and Income Discrepancy	Recertification Questionnaire
Disposal of Assets Declaration	HUD 9887/9887-A
Annual Acknowledgement of Receipt of Resident Rights and Responsibilities, HUD Fact Sheet – How Rent is Determined, 9887/9887-A HUD Fact Sheet and EIV & You Brochure	Recertification Notices