

TENANT FILE CHECKLIST

Development Name _____ **Unit #** _____ **Bdrm. Sz.** _____
Tenant Name _____
50059 Effective Date _____ **Action** M/I A/R I/R (circle one) **M-in Date** _____
Household Size # of Adults _____ # of Minors _____

Rental Application	Yes	No	N/A
Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signed and dated by applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time and date stamped by Agent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit and/or criminal history background check.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility	Yes	No	N/A
Current applicable income limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30%, 50% or 80% based on household size and the county in which the property is located.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family size/composition/custody	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship, age and sex of household members in relation to the head of household.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Eligibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject to Federal restrictions implemented in 2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Citizen or legal non-citizen, SAVE #, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate declaration forms completed by or for all household members and processed thru' SAVE, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family Summary Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies all household members; updated if changes in household occur.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On all household members (6 and older) when disclosed. Verification retained in tenant file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical (for HCP unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet definition of 'handicapped person' and have an impairment requiring the special features of the HCP unit. Verification retained in tenant file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum rent/hardship, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The owner under special circumstances may waive the minimum rent of \$25. Verification retained in tenant file. Recalculate rent every 90 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preferences, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owners may, but are not required, to establish preferences. Verification retained in tenant file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waivers, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owners must receive approval prior to housing an ineligible household. Verification retained in tenant file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Privacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signed and dated by household members over age 18 at move-in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease Agreement	Yes	No	N/A
Approved form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be HUD approved; original retained in tenant file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One-year initially renewable on month-to-month basis after expiration of term.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signed/dated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By owner and all adult household members prior to move-in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security deposit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount equal to the greater of \$50 or the Total Tenant Payment (TTP) collected at or prior to move-in. Not eligible for reimbursement of unpaid rent/tenant damages if proper deposit is not collected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be reasonable. (Bounced checks, lockouts, extra keys, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lease Agreement - continued	Yes	No	N/A
Unit inspection form Move-in completed at or prior to move-in; owner and tenant to sign and date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House rules, if applicable Must be reasonable and not circumvent HUD requirements. Related to the safety, care or cleanliness of the building for the safety and comfort of the tenant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drug-free housing A legal and binding attachment to the lease that identifies applicable MN drug statutes and tenant's responsibility for others 'under their control'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Live-in Aide Housing Agreement A legal and binding attachment to the lease that identifies live-in aide criteria for residing with a subsidized tenant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Forms	Yes	No	N/A
HUD 50059 Completed, signed/dated; retained in tenant file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HUD 9887 Consent to release info between government agencies. Annually signed/dated by each household member 18 years and older.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HUD 9887A Explains requirements of 3 rd party verifications. Signed/dated by each household member 18 years and older initially and at recertification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recertification Process	Yes	No	N/A
Notices - 120-day initial (follow-up notices, as applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rent increase/decrease – as applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verification Forms	Yes	No	N/A
Acceptable format Comply with HUD's mandatory text, data components and location of data on the form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Validation Forms are valid for 120 days from date received by owner. Owners may not rely on verification that are more than 120 days old.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income/Assets/Expenses/Allowances	Yes	No	N/A
Income Proper verification and calculation of all sources of household income.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assets Proper verification and calculation of all accessible assets for the household	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expenses (medical, child-care, handicapped). Proper verification and calculation of all permitted expenses to be incurred by household within 12 months from recertification date that are not reimbursed or paid by an outside source. Past one-time non-reoccurring medical expenses, paid in full may <u>not</u> be included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposition of Assets Signed declaration regarding the amount and date of assets divested within 2 years of the date of certification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependent Allowance \$480 allowance given for each dependent younger than 18 or of full-time student status. Verification of student status required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elderly, Handicapped/Disabled Allowance \$400 allowance given for a household with an elderly, handicapped or disabled member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unit Inspections	Yes	No	N/A
<p>Move-in Owner and tenant must jointly inspect the unit and sign/date unit inspection form prior to executing the lease. Inspection form must have statement that unit is decent, safe and sanitary.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Annual Owner must inspect unit annually; owner and tenant's dated signature is recommended.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Move-out Owner must inspect unit after tenant has vacated. Tenant is encouraged to accompany the owner.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Misc.	Yes	No	N/A
<p>Tenant Selection Plan A written plan used to select and/or reject all applicants in accordance with HUD requirements and established management practices. Plan must be posted or made available for applicants and tenants to review.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Waiting List Applicants must be placed on a waiting list if they cannot be immediately housed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contract rent/ Utility allowance Written notice to the tenants concerning changes in the contract rent and utility allowance is recommended. Changes that increase the tenant's rent are effective after providing the tenant with proper notice. Posting contract rent and utility allowance changes is required for some properties.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Lead-based paint, if applicable Pertains to pre 1978 housing. Notice to household, signed and dated and retained in the tenant file unless letter from state certified lead-based testing company stating housing is lead-free is on-site.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Questionnaire A written disclosure by the household concerning family composition, sources of income, assets and other data relevant to determining level of assistance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Over and Under-utilized units, if applicable Unit sizes must be appropriate for household size and composition. Household may remain in unit but pay market rate rent.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>HUD Fact Sheet for Project-based Assistance Programs Provided to all prospective and current tenants concerning income inclusions and exclusions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Landlords and Tenants: Rights and Responsibilities Handbook Handbook published by the MN Attorney General's Office. Agent to make available to prospective and current tenants.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Resident Rights & Responsibilities Brochure published by HUD. Agent to make available to prospective and current tenants.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Zero Income Statement Statement signed by tenant attesting to 'zero income' status. Should be re-evaluated and signed by tenant every 90 days.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Race and Ethnicity Completed on each household member and retained in the tenant file</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pet Policy Owners of affected properties must develop pet rules and procedures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Former Tenant Files Data within the move-out file must be retained for a minimum of 3 years.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>