

## Tenant Move-In Processing Documents Recommendations

Name: \_\_\_\_\_

Unit: \_\_\_\_\_

Development: \_\_\_\_\_

Lease Date: \_\_\_\_\_

### Prior to Lease Up

- MHFA Rental Section 8 Application
- Landlord Reference(s)
- Housing Preferences, if applicable
- Social Security Number Verification
- Age Verification
- Section 214 Citizenship Declaration
- Data Privacy Act Disclosure
- HUD Fact Sheet – forms 9887/9887A
- Disposition of Assets
- Income, Asset, Expense Verifications
- Handicapped/Disability Verification, if applicable
- Picture ID
- Lead-based Paint Disclosure, if applicable

### During the Move-in Interview

(Discuss with tenant and provide copies of documents, where applicable)

- Security Deposit/Agreement
- Pet Deposit, if applicable
- Pet Rules/Agreement, if applicable
- House Rules /Lease Agreement
- Attachments to Lease, if applicable\*
- Work Order Requests
- Recertification Procedures
- Income Reporting Requirements
- Changes in Household members
- Rent Collection Procedures
- Issue keys
- Vehicle ID and Registration
- Move-In Information Packet\*\*
- Initial Notice to Recertify
- Conduct Move-in Inspection

\*Crime-free, Drug-free, and Domestic Violence-free Agreements, Storage locker Agreement, Parking Permit and Agreement, etc.

\*\*Include office hours and after hours procedures, Emergency Preparedness Manual and any other topics not addressed in the House Rules.

### After Move-in

- Set up tenant file
- Update building directory
- Name tags for unit/mail box
- Notify Utility Companies
- Complete and Transmit tenant data