

Assisted Housing Complexes
Managed by Human Resource Development & Employment Inc.
Tenant File Checklist Move-In for HUD Site (Left Side)

Last Name: _____ **Apt. #:** _____ **Effective Date:** _____

HRDE **Move-In Inspection**, signed and dated by Manager and Tenant

Copy of **Security/ Key Deposit Receipt**

HRDE **Security Deposit Payment Agreement**, completed & signed, if necessary

EIV No-Income Report (90-Days Report after Move-In)

I certify that my household has received a copy of the following HUD information entitled: **RESIDENT RIGHTS AND RESPONSIBILITIES, IS FRAUD WORTH IT, DOCUMENT PACKAGE 9887, "EIV & YOU", INCOME FACT SHEET FOR HUD ASSISTED RESIDENTS, and RENTER'S INSURANCE AND VAWA FACT SHEET.**

TENANT SIGNATURE:

APT. #

DATE:

All tenant files must be secured in a locked filing cabinet to maintain confidentiality.

