

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

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

HUD 50059 **Tenant Certification**, signed and dated
HUD **Lease** (full copy), signed and dated
HUD 91067 **Violence Against Women** - Lease Addendum, signed and dated
HRDE **House Rules** (full copy in file), signed and dated
HRDE **Pre-Application** and HRDE **Application**, completed & signed and dated
HUD 92006 - **Supplement to Application**, signed and dated
Returned verifications of income, assets & medical expenses or **Lack of Income**/Notarized w/
questionnaire
HUD 9887 & 9887A **Release of Information**, signed and dated
HRDE **Credit/ Criminal verification** signed & responses
HRDE **Pet Policy** (full copy in file) & **Shot Record**, signed if applicable
HUD **Is Fraud Worth It?**, signed and dated
National Sex Offender Registry (www.nsopr.org)
EIV Existing Tenant Search (www.hud.gov/offices/reac/online/reasyst.cfm)
HRDE **Landlord Verification** signed & response
Copy of **Social Security Card** -
Copy of **Photo ID**
Copy of **Birth Certificate**
HUD **Citizenship Declaration**, signed and dated for all household members
HUD 27061 **Race/ Ethnicity**, signed and dated
Under \$50K Asset Certification/Assets Disposed Of, signed and dated
Initial Notice of Recertification, signed and dated
HUD **Family and Owner Summaries**
HRDE **Security/ Personal Property Disposition**, signed and dated
HRDE **Utility Release**, signed and dated. Call Electric Company with Tenant and Record Account #
on Utility Release

HRDE **Therapeutic/Assistive Animal Policy**, if applicable full copy & **Shot Record**, signed and dated
HRDE **Disability Verification** (811 site only or claiming a disability), signed & returned from physician
HRDE **Student Questionnaire**, if applicable
HRDE **Certification Worksheet**
All Correspondence with applicant

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

