

**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 90-Day 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 HUD-5380 NOTICE OF OCCUPANCY RIGHTS UNDER THE VIOLENCE AGAINST WOMEN ACT.**

TENANT SIGNATURE:

APT. #

DATE:

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

