

Assisted Housing Complexes
Managed by Human Resource Development & Employment Inc.
Tenant File Checklist Move-In for NMTC Site

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

HRDE Pre-Application, completed, signed and dated
HRDE Application, completed and signed
Copy of Social Security Card
Copy of Photo ID
Copy of Birth Certificate
HRDE Credit/ Criminal verification signed and responses
National Sex Offender Registry (www.nsopr.org)
HRDE Landlord Verification signed and responses
Tenant Income Certification (TIC), signed and dated
Income Verifications
Asset Verifications
Lease (full copy), signed and dated
HRDE House Rules (full copy in file), signed and dated
HRDE Bed Bug Policy (full copy in file), signed and dated
HRDE Pet Policy, if applicable (full copy in file) and Shot Record, signed and dated
Copy of Security/ Key Deposit Receipt/Pet Deposit if applicable
HRDE Security/ Personal Property Disposition, signed and dated
HRDE Move-In Inspection, signed and dated
HUD 91067 Violence Against Women - Lease Addendum, signed and dated
VAWA 5380
VAWA 5382
All Correspondence with the applicant
Verifications of income or Lack of Income/Notarized w/questionnaire (Affordable Units Only)
HRDE Therapeutic/Assistive Animal Policy, if applicable (full copy in file) and Shot Record, signed and dated

- All documents must be current (within 120 days).
- All tenant files must be secured in a locked filing cabinet to maintain confidentiality.
- All original documents and corrections will be maintained in the Tenant File in the Management Office.
- All corrections must be crossed out, inserting corrected information in blue ink along with initial and date by Tenant and Manager.
- The Lease and Move-In Unit Inspection must be signed and dated by Tenant and Manager with same date as move-in.

