

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
- VAWA 5380
- VAWA 5382
- 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
- HRDE *Asset Disposed Of* , signed and dated
- Initial Notice* , signed and dated
- HUD *Family and HUD 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* (§11 site only), 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.

