

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](http://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 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.

