

Tenant File Checklist Move-In for HUD Site (Right Side)

Last Name: _____ Apt # _____ Effective Date: _____

From FHA

HUD 50059 Tenant Certification, signed and dated

HUD Lease (Full Copy), signed and dated

Initial Notice, signed and dated

Copy of Security/Key Deposit Receipt

From HRDE Webpage

Hud 91067 Violence Against Women – Lease Addendum, signed and dated

VAWA 5380

VAWA 5382

HRDE House Rules (Full Copy), signed and dated

HRDE Pre-Application and HRDE Application, completed and 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 and responses

HRDE Pet Policy (Full Copy) & Shot Record, signed if applicable

HUD Is Fraud Worth It?, signed and dated

HRDE Landlord Verification, signed and responses

HUD Citizenship Declaration, signed and dated for all household members

HUD 27061 Race/Ethnicity, signed and dated

HRDE Asset Disposed Of, 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 (811 Site Only), signed and returned by physician

HRDE Student Questionnaire, if applicable

HRDE Certification Worksheet

HRDE Move-In Inspection, signed and dated by Manager and Tenant

HRDE Security Deposit Payment Agreement, completed and signed, if necessary

From EIV

EIV Existing Tenant Search (www.hug.gov/offices/reac/online/reasyst.cfm)

EIV 90-Day Report after Move-In

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