

What should be in the Tenant's File?

SUBSEQUENT CERTIFICATIONS – include the following documents/documentation:

- 120 Days Annual Recertification notification and subsequent notices, if necessary
- Required Lease Addenda:
 - Form HUD 50059 – Annual Recertifications/Interims/Gross Rent/Unit Transfers
 - Lead Based Paint Disclosure, *if applicable*
- 30-Day Notice of Rent Increase
- Annual Unit Inspections (**Recommend:** Retain documentation in tenant file)
- Acknowledgement by resident of receipt of brochures:
 - FACT SHEET-How Your Rent is Determined (6/2007)
 - Residents Rights & Responsibilities
 - “Applying for HUD Housing Assistance, Think about this...is Fraud worth it?”
- Form HUD 9887 & 9887A: Notice and Consent for the Release of Information (effective 2/2007) must be completed, annually
- Screening for Eligibility of Student Status
 - If independent student, verification of eligibility for Section 8 **AND**
 - Disclosure of money received from parents and all grant/scholarship money received.
- Certification whether or not the household disposed of assets during the past two years
- Verification of all income/assets as reported on the Rental Application, including but not limited to: Employment, Pension, Social Security, Veteran's Pension, Child Support, checking account/bank statements (6 month average) and current savings account statement, etc....
- Third party verifications for all medical expenses (elderly/disabled households, only)
- For Zero Income Renters: written Self Certification of “no income received”
- Copy of Utility Allowance reimbursement when applicable
- Recommended:** Recertification Income/Asset Questionnaire signed by tenant
- Recommended:** Rent, Asset, Medical Expense computation worksheet & calculator tape.