# TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Tenant File Checklist

{Insert Property Name}

Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit #: \_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Section 1 | Section 2 |
| * Tenant File Checklist * Income Certification (IC, HUD 50059, RD 3560-8) * Rental Application(s) * Tenant Release & Consent Form * Calculation Worksheet * Child Support Documentation * Unemployment Affidavit (if applicable) * Zero Income Certification (if applicable) * Income Verifications * Clarifications (if applicable) * Asset Verifications * Student Verifications * Special Needs Certification * Live-in Aide Certification and Verification (if applicable) * Tenant Rights & Resources Acknowledgement page * Rental Criteria * Background Screening Report   **Recertification-** Place on top of previous certification   * Annual Eligibility Certification   Or   * Full Certification (Placed in the same order as above) | * Housing Contract (1st page only) * Lease Contract * Affordable Housing Addendum (if applicable) * All other applicable Addendum (s) and policies   **Renewal Lease-** Place on top of previous lease   * Housing Contract (1st page only) * Lease Contract * Affordable Housing Addendum (if applicable) * All other applicable Addendum (s) and policies |
| Section 3 | Section 4 |
| **All Housing Authority Correspondence** – Request for Tenancy Approval, Section 8 Inspection, etc. Rent portion changes are filed on top of the lease contract. | **Tenant correspondence**-such as Lease Violations, Eviction Hold Off Agreements, Resident Letters, Recert/Renewal Notices, Conversation Logs, etc |

**NOTE:** Developments with files that do not contain a 3rd and 4TH section are encouraged to place such items in a separate file or behind section 2.

Developments are also encouraged to place a color page or file divider in between certification periods**.**