|  |  |  |  |
| --- | --- | --- | --- |
| **Administrator:** | | | |
| **Beneficiary Name :** | | | |
| **LEFT SIDE**  **File documents in sequential order** | | **Source** | **In**  **File** | |  |
| 1 | TBRA External Setup Checklist | TDHCA Form |  | | Retain in Project File |
| 2 | Copy of environmental clearance email | TDHCA |  | | Setup Packet |
| 3 | Environmental clearance documentation  (Retain all environmental support docs in separate Environmental Review Record file) | Administrator |  | | Submit to TDHCA as required |
| 4 | Intake Application | TDHCA Form |  | | Setup Packet |
| 5 | Supplement to the Intake Application | TDHCA Form |  | | Setup Packet |
| 6 | COVID-19 Impact Certification Form | TDHCA Form |  | | Setup Packet |
| 7 | Household Income Certification (HIC) | TDHCA Form |  | | Setup Packet |
| 8 | Release and Consent | TDHCA Form |  | | Retain in Project File |
| 9 | Conflict of Interest Documents (if applicable) | TDHCA Form  and Administrator |  | | Setup Packet |
| 10 | Approval/denial letter to applicant | Administrator |  | | Retain in Project File |
| 11 | Certification of Eligibility.  ***ONLY FOR NEW MOVE INS. ,*** a | TDHCA Form |  | | Setup Packet |
| 12 | TBRA Certification of Principal Residence | TDHCA Form |  | | Retain in Project File |
| 13 | COVID-19 Rental Coupon Contract | TDHCA Form |  | | Setup Packet |
| 14 | Lease Executed by Tenant and Landlord | Beneficiary |  | | Setup Packet |
| 15 | Household Commitment Contract (HCC) | TDHCA |  | | Separate Attachment to Project Activity |
| 16 | Recertification/Revision Packet(s) | Administrator |  | | Submitted Packet(s) |
| **RIGHT SIDE**  **File documents in sequential order** | | **Source** | **In**  **File** | |  |
| 1 | Receipt of Lead-Based Paint Notification | TDHCA Form |  | | Retain in Project File |
| 2 | Tenant complaint regarding HQS and verification of correction (if applicable) | Beneficiary |  | | Retain in Project File |
| 3 | Notification of change in rent payment | Beneficiary |  | | Retain in Project File |
| 4 | Termination Notice with reason and date | Administrator |  | | Retain in Project File |
| 5 | Subsidy payment support documentation | Administrator |  | | Submitted with Draw Request |
| 6 | Rent Reasonableness documentation  **ONLY FOR NEW MOVE INS** | Administrator |  | | Retain in Project File |