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| **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 |