# 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**.**