

Date: _____
 Reviewer Name: _____



Tenant File Review Checklist

(Current Tenants, Past Tenants, Evicted Tenants)

Project Name & City: _____ Bldg #/Unit #/BR: _____

Household Last Name: _____ Household Size: _____

Date of Last Recertification: _____ Unit Affd % _____ Income Limit: _____

Household Income: _____ Tenant Rent: _____ Utility Allowance: _____ Rent Subsidy: _____

TR + UA + RS: _____ Max. Allowed Rent: _____

File Organization				Yes	No	N/A
Is the file organized?						
Are the documents easily identifiable?						
Are tenant file documents legible?						
Are corrections explained, initialed and dated?						
Notes:						
Household Information				Yes	No	N/A
Household Members – Are the household members identified correctly? (head-of-household, co-head, spouse, dependent, other adults, live-in aide)						
Bedroom Size – Is the Unit Size appropriate for the household?						
Move-in Eligibility – Was the household income-eligible at move-in?						
Lead based Paint Acknowledgement – Is the lead-based paint acknowledgement in the file (for properties built before Jan 1, 1979).						
Notes:						
Income Worksheet						
Tenant #	Source of Income	Amount	Type of Verification	Properly Verified?		
Total Income						
Income from Assets						
Tenant #	Type of Asset	Cash Value of Asset	Annual Income from Asset	Properly Verified?		
Total Income from Assets						
2% Imputed Income						

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Verification	Yes	No	N/A
Social Security Numbers – Social security numbers for all family members at least six years of age and older or self-certification, if no SSN.			
Credit and Criminal Background Check – Is there evidence of a criminal and credit check?			
Student Status – Is the adult household comprised of full-time students?			
Tenants Age – Are the ages of the household members listed and verified?			
Assets – Did the household certify whether or not they have any assets?			
HOPWA unit – Is this a HOPWA unit? If Yes, is there a doctor confirmation in the file?			
Notes:			
Lease	Yes	No	N/A
Updated Lease – Is there an updated lease in the file?			
Signatures on Lease – Is the original lease and subsequent leases or addendums signed by the owner/agent, head of household/co-head and all other adult members of the household?			
Lease Attachments – Are applicable attachments attached to the lease, e.g., house rules, pet rules, unit inspection report?			
Security Deposit – Was the Security Deposit correct (if required).			
Move-in Inspection – Is the move-in inspection dated and signed by tenant and owner/agent? Date of Move-in Inspection: _____			
Annual Inspections – Are annual inspections documented in the file? Date of Most Recent Annual Inspection: _____			
Notes:			
Certification/Recertification	Yes	No	N/A
Recertification Notices – Were recertification notices provided within required timeframes? *Recommended: 120 days prior to the tenant’s anniversary date or the organization’s scheduled date for completion of recertification.			

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Certification/Recertification (continued)	Yes	No	N/A
Copies to Tenant – Were copies of signed recertification documents made available to the tenant?			
Timeliness – Were recertifications completed on time?			
Tenant Signature – Is the certification signed and dated by the tenants and the agent/owner representative?			
Income Calculation – Is all reported income verified and calculated correctly?			
Unit Rent – Was the correct unit rent used for rent determination?			
Rent Increase – Was a 30-day rent increase notice provided to tenant?			

Notes:

Income Worksheet

Tenant #	Source of Income	Amount	Type of Verification	Properly Verified?
Total Income				

Income from Assets

Tenant #	Type of Asset	Cash Value of Asset	Annual Income from Asset	Properly Verified?
Total Income from Assets				
2% Imputed Income				

Move-Out/Eviction	Yes	No	N/A
Move-out Inspection – Is the move-out inspection dated?			
Return of Security Deposit – Was the security deposit refunded to the tenant in accordance with the law?			
Damages and Charges – Was an itemized list of damages and charges provided to the tenant?			
Additional Charges – Were any additional charges paid by tenant?			
Eviction Documentation – Are the reason for the eviction and the eviction process documented?			

Notes: