

## **Tenant File Review Documents Checklist**

Please upload these documents for County staff to review for each unit.

01. Tenant Income Certification Form – Move-in, signed and dated
02. Tenant Income Certification Form – Recertification, signed and dated
03. Copies of Original Income Documentation for both move-in and recertification
04. Income calculation for both move-in and recertification
05. Copy of rent subsidy approval letters
06. Copy of Social Security Card, if available
07. Copy of identification for all household members
08. Documentation verifying the ages of household members
09. Credit and Criminal Background Check Information
10. Student Status Certification
11. Asset certification forms for all household members 18 years and older
12. For HOPWA units, relevant documentation including doctor's confirmation statement
13. Copy of signed lease, including all applicable lease attachments
14. Security Deposit
15. Copy of subsequent leases or addendums
16. Move-in Inspection, signed and dated by all parties
17. Recent Annual Inspection Form, signed and dated by all parties
18. Recertification Notices
19. Rent Increase Notices
20. Calculation of Rent Increases and Rent Increase Approval
21. All file correspondence
22. For Move-out:
  - a. Move-out inspection.
  - b. Return of Security Deposit
  - c. Damages and Charges provided to the tenant
  - d. Additional charges paid by the tenant
  - e. Eviction documentation