

HOME Program Tenant File Checklist

Documents- All of the following are required documents needed in your tenant files		Check (X) in the boxes for answers
Application	<i>Is the tenant's application on file?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Income Verification	<i>Was there initial income verification on the tenant upon moving in?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annual Income Recertification	<i>Is there a recertification of annual income?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lease Agreement	<i>Is there a signed lease? Is it up to date?</i> <i>Term dates : to</i> <i>Date to renew lease:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Utility Allowance	<i>Is there a utility allowance?</i> <i>Amount:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signed Lead Based Paint Disclosure	<i>If the structure is constructed prior to 1978 a Lead Based Paint Disclosure (RH-5) is required</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 8	<i>Does the tenant receive Section 8 assistance?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No