

ATTACHMENT 6-J

Required Tenant File Documentation

Tenant file records are critical pieces of source documentation, perhaps *the* critical source documentation, used as evidence to support determinations and conclusions in all areas of occupancy monitoring. The tenant file records must be complete and contain all information and forms relevant to occupancy at the project. The tenant files must be retained for at least 3 years or until the next Agency Supervisory Visit, whichever is longer. At a minimum the files should include:

I. Application/Household Information

- A. Application (signed, dated, and date stamped);
- B. Verification/certification of social security numbers, if available;
- C. Citizenship declaration/immigration status (all household members) FARM LABOR ONLY;
- D. Eligibility verification documents (e.g., person with disabilities, elderly, resident assistant, assistance animal, etc.);
- E. Release and consent form for income verification for each adult household member; and
- F. Acknowledgement of the head of household's receipt of lead based paint disclosure brochure, if applicable.

II. Lease

- A. Lease (signed and dated);
- B. Lease amendments/addendums/agreements;
- C. Project rules and regulations;
- D. Pet rules and pet deposit receipt, if applicable;
- E. Security deposit receipt, if applicable;
- F. Move-in inspection report;
- G. Annual inspection reports; and
- H. Lead-based paint addendum, if applicable.

III. Certification/Recertification

- A. Initial and annual recertifications;
- B. Recertification notices (initial and, if applicable, first, second, and third);
- C. Verifications for income, assets, and deductions;
- D. Disposal of assets verification (head of household, spouse, co-head);
- E. Payment plans, if applicable;
- F. Correspondence either issued to, or received from, tenant(s); and
- G. Copy of Certified Mail Receipt.

IV. Other Files That Need to Be Maintained

A. Move-out files.

The current tenant file will become the move-out file. In addition to the above items, the move-out files must contain:

- 1. Copy of the intent to vacate notice received from the tenant;
- 2. Move-out inspection report;
- 3. Copy of the security deposit disposition notice provided to the tenant; and
- 4. Documents supporting retaining all or a portion of the security deposit.

B. Application/Reject Files.

- 1. Application;
 - 2. Documentation to support the reason(s) for rejecting, such as screening information from previous landlords, personal references, credit reports, criminal activity, and refusal to sign consent form;
 - 3. Copy of the written notice of rejection sent to the applicant; and
 - 4. Any information or letters regarding appeals by applicants.
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