

# MOVE IN-TENANT FILE CHECKLIST

PRINT ON COLORED PAPER

Tenant Name: \_\_\_\_\_

Unit #: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

Original Security Deposit: \_\_\_\_\_

	In File	All Signed
LEFT SIDE (TOP TO BOTTOM)		
A. Utility Verification if Applicable		
B. Initial Notice of Annual recertification		
C. Move In Inspection		
D. Security Deposit Receipt		
RIGHT SIDE (TOP TO BOTTOM)		
<b>A. Checklist Form 001</b>		
<b>B. 50059 Print Out Package and EIV Report</b>		
1. Rent Calculation Worksheet		
2. Household Income Verification		
3. Verification of Disability-If Applicable		
4. Certification of Assets on Deposit-If Applicable		
5. Adjustments to Income (medical, other)		
6. Consent for Release of Information		
<b>C. Model Lease</b>		
1. VAWA (Violence Against Women Act)		
2. House Rules and Regulations		
3. Lead Based Paint Acknowledgement		
4. Mold Addendum and Bed Bug Acknowledgement		
5. Certification of Handouts		
6. Emergency Contact Form		
7. HUD Form 92006- Supplemental Contact Info		
8. Asset Disposal Acknowledgement		
<b>D. PERMANENT INFORMATION</b>		
1. Birth Certificates		
2. Social Security Cards		
3. Photo Identification		
4. Verification of Criminal Screening		
5. Citizenship Declaration		
6. Ethnicity Data Sheet		
7. Resident Application-acceptance letter		
8. Owner's Summary Sheet		
9. Family Summary Sheet		
10. Additional Screening Documents		

Completed By \_\_\_\_\_

Date \_\_\_\_\_