What should be in the tenant file?

**APPLICATION & MOVE-IN – include the following documents/documentation:**

* Rental application (and pre-application, if used) – must be signed & dated by all adult household members and management
* All correspondence regarding the application (such as waiting list update notification letters, etc.)
* Evidence that all adult applicants have been screened as outlined in the Tenant Selection Plan:
  + Credit report, previous landlord check, home visit report, criminal report
* Certification whether or not the household disposed of assets during the past two years
* Verification of preference, if applicable
* Race & Ethnic Data Reporting identified on TST-3 Form
* Proof of age (required of all family members), if required by program.
* Verification of Social Security Number for all family members, if required by program.
* Documentation of disability as required by program (required for all applicants claiming disability status)
* Lease:
  + Lease for IHDA Non-Subsidized Programs
* Required lease addenda:
  + Move-in inspection form
  + Section 42 Lease Addendum, if applicable
  + TICs- Tenant Income Certification Form (Certification/Recertification)
  + House rules, *if applicable,* signed & dated – full copy must be in file
  + Pet rules, *if applicable*
  + Lead-based paint disclosure, *if applicable*
  + *VAWA Addendum*
* Verification of full time student status (verified by college/university registrar)
  + verification of tuition & financial aid
* Third-party verification of all income & assets as reported on the rental application, including but not limited to: employment, pension, Social Security, SSI, Veteran’s pension, child support, alimony, checking account, savings account, stocks & mutual funds, etc.
* For zero income renters, written self-certification of “no income received”
  + **RECOMMENDED:** requirement to complete expense questionnaire
* **RECOMMENDED:** income, asset & calculator tape