

## Tenant File Review Checklist

(Current Tenants, Past Tenants, Evicted Tenants, Rejected Applicants)

**Date:** «FY13» **Reviewer Name:** «InspectorFY13»

**Project Name & Address:** «Proj\_Project\_Name», «Proj\_Address»  
«Proj\_Street»

<b>Unit #:</b>		<b>Household Last Name:</b>	
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Initial Income Certification			
<b>Date:</b>			
<b>Annual Household Income:</b>		<b>Household Size:</b>	
<b>MOH Income Limit:</b>			
<b>Tenant Rent:</b>		<b>Utility Allowance:</b>	
			<b>Max. Rent Per MOH:</b>
			<b>Yes</b>
			<b>No</b>
<b>Unit Size</b> – Was the unit size appropriate for the household at move-in?			
<b>Income Documentation and Calculation</b> – Was all reported income documented, verified and calculated correctly?			
<b>Move-in Eligibility</b> – Was the house income-eligible at move-in?			
<b>Tenant and Owner Signatures</b> – Is the initial certification signed and dated by the tenants and the agent/owner representative?			
<b>Tenants Age</b> – Are the ages of the household members listed and verified?			
<b>Social Security Numbers</b> – Social security numbers for all family members at least six years of age and older or self-certification, if no SSN.			
<b>Student Status</b> – Is the adult household comprised of full-time students?			
<b>Assets</b> – Did the household certify whether or not they disposed of assets during the past two years?			

<b>Lease</b>	<b>Yes</b>	<b>No</b>
<b>Updated Lease</b> – Is there an updated lease in the file?		
<b>Signatures on Lease</b> – Is the original lease and subsequent leases or addendums signed by the owner/agent, head of household/cohead and all other adult members of the household?		
<b>Lease Attachments</b> – Are applicable attachments attached to the lease, e.g., house rules, pet rules, unit inspection report?		
<b>Lead based Paint Acknowledgement</b> – Is a signed, lead-based paint acknowledgement in the file (for properties built before Jan 1, 1979)?		
<b>Security Deposit</b> – Was the Security Deposit correct (if required)?		
<b>Move-in Inspection</b> – Is a move-in inspection documented in the file? Is the report dated and signed by tenant and owner/agent?		
<b>Annual Inspections</b> – Are annual inspections documented in the file? Are the reports dated and signed by tenant and owner/agent?		

<b>Household Last Name:</b>	
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Annual Income Recertification						
<b>Date:</b>						
<b>Annual Household Income:</b>			<b>Household Size:</b>			
<b>MOH Income Limit:</b>						
<b>Tenant Rent:</b>		<b>Utility Allowance:</b>		<b>Max. Rent Per MOH:</b>		
					Yes	No
<b>Recertification Notices</b> – Were recertification notices provided within required timeframes?						
<b>Unit Size</b> – Is the unit size appropriate for the size of household?						
<b>Income Documentation and Calculation</b> – Was all reported income documented, verified and calculated correctly?						
<b>Over-Income?</b> – Is the household’s annual, recertified income over the current income limit for the size of the household?						
<b>Timeliness</b> – Were recertifications completed on time?						
<b>Tenant and Owner Signatures</b> – Is the annual recertification form signed and dated by the tenants and the agent/owner representative?						
<b>Rent Increase</b> – Was the rent increased over the previous year?						
Was a 30-day rent increase notice provided to tenant?						
Was the rent increase within the limit allowed by MOH?						

File Organization	Yes	No
Is the file organized?		
Are the documents easily identifiable?		
Are tenant file documents legible?		
Are corrections explained, initialed and dated?		
<b>Notes:</b>		

Move-Out/Eviction	Yes	No
<b>Move-out Inspection</b> – Is the move-out inspection dated?		
<b>Return of Security Deposit</b> – Was the security deposit refunded to the tenant in accordance with the law?		
<b>Damages and Charges</b> – Was an itemized list of damages and charges provided to the tenant?		
<b>Additional Charges</b> – Were any additional charges paid by tenant?		
<b>Eviction Documentation</b> – Are the reason for the eviction and the eviction process documented?		

<b>Household Last Name:</b>	
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**Move-Out/Eviction (continued)**

**Notes:**

<b>Applicant Rejection Review</b>	<b>Yes</b>	<b>No</b>
<b>Reason for Denial</b> – Was the reason the applicant was denied admittance in accordance with the Tenant Selection Plan?		
<b>Right to Appeal</b> – Did the rejection letter provide the applicant the right to appeal?		
<b>Review of Appeal</b> – If the applicant appealed, was the appeal reviewed by someone other than the person who made the original decision?		
<b>Notification of Appeal</b> – Was the appeal processed and the applicant notified of the appeal decision?		

**Notes:**