



Section 811 PRA Move-In File Checklist

Does the file contain the following documentation:	Yes	No
HUD 50059		
Original Application (date and time stamped)		
HUD 92006 "Supplement to application for federally assisted housing"		
EIV Consent Form signed by all adult members		
EIV Existing Tenant Search for all members		
Race and Ethnic Data Reporting Forms for all members		
HUD 9887/9887A for all adult members		
Acknowledgement of receipt of "Resident Rights & Responsibilities", Fact Sheet "How Your Rent is Determined", "EIV & You", House Rules, Pet Rules, VAWA 5380/5382, Lead Based Paint (if applicable), and 9887/9887A Fact Sheet		
Copy of social security card for all members		
EIV Summary Report		
Credit check for all adult members (if in TSP)		
Criminal background check for all adult members		
State lifetime sex offender registration check for all members		
Prior landlord verification for all adult members (if in TSP)		
Handicap/Disability verification		
Student status		
Copy of birth certificate/photo ID for all members		
Lease and lease addendums/attachments		

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Does the file contain the following documentation:	Yes	No
Initial recertification notice		
Proof of security deposit		
Proof of pet deposit (if applicable)		
MI inspection (signed and dated by O/A and tenant)		
Income questionnaire and third party verifications		
Asset questionnaire and third party verifications		
Medical/childcare expense questionnaire and third party verifications		
Disposal of assets certification for all adult members		