

Tenant File Checklist - Move In

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|--------------------------|--------------------|
| Property Name | |
| | |
| Head of Household | Unit Number |
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- Tenant Income Certification (TIC)
- Income Verification and calculation worksheet and/or tapes
 - Verification of employment
 - Verification of unearned income (SS, SSI, TANF, pension, etc.)
 - Self-employment documentation
 - Child Support
 - [Recurring cash contribution\(s\)](#)
 - Other _____
 - [Zero Income Questionnaire](#), if applicable
- Verification of Assets and calculation worksheet and/or tapes
- [Disposal of Assets Certification](#)
- Certification of Student Status ([LIHTC and HOME](#), if applicable)
 - Verification of Student Status, if applicable
- Lease Agreement
 - [PHFA LIHTC Lease Addendum](#)
 - [PHFA LIHTC Lease Addendum Pertaining to Accessible Units](#), if applicable
 - VAWA Lease Addendum ([HUD-91067](#))
 - Lead-Based Paint Addendum, if applicable
 - Section 8 HAP Contract, if applicable
- Acknowledgment of Receipt of Documents
 - [PHFA Resident Notification Letter](#)
 - [Fair Housing Brochure](#)
 - Property Grievance Procedure
 - VAWA Documents:
 - Notice of Occupancy Requirements ([HUD-5380](#))
 - Certification of Domestic Violence Form ([HUD-5382](#))
- Application (date and time stamped)
- Race and Ethnicity Information
- [Proof of Age](#)
- Proof of Social Security Number (if required)
- Screening Documentation
 - Credit Screening
 - Criminal Background/Sex Offender Check
 - Landlord Verification
- Move in Inspection