

RESIDENT FILE CHECKLIST SECTION 8
All references are taken from HUD Handbook 4350.3 REV 1, CHG. 3

Project Name _____ **Project No.:** _____
Tenant Name: _____ **Unit No.:** _____

EACH MOVE-IN FILE MUST CONTAIN THE FOLLOWING

FORM	REFERENCE	YES	NO
*APPLICATION (date/time stamp w/signatures)	Ch.4, Par. 4-14		
*Landlord References	Ch.4, par. 4-27 C		
*Criminal Background & Sex Offender Verification	Ch. 4, par. 4-7 C ; par. 4-27 E NOTICE H-2009-11		
*214 Citizenship Verification Form	Ch. 3, par. 3-12 B-3, Exhibit 3-5		
*Family Summary Sheet completed by tenant	Ch. 3, par. 3-12 B-2 ; Exhibit 3-3, Ex 3-4		
*Owner Summary Sheet completed by O/A	Ch. 3, par. 3-12 B-2; Exhibit 3-7		
Student Status Information	Ch. 5, 5-10		
Student Eligibility Information	Ch. 3, par. 3-33		
*Social Security Number Verification	Ch. 3, par. 3-9, par. 4-24- 9		
* Verification of Age	Ch. 3, par. 3-28 C, Appendix 3		
Form 9887/9887A – Release of Information Signature and date required(02/2007)	Ch. 3, par. 3-11 A-1, 3-11 B, Ch. 5, Par. 5-15 B. 2. EX. 5-5, 5-6 & 5-7		
Form HUD-92006 Supplement to Application for Federally Assisted Housing NEW (05/2009)	NOTICE H 2009-13		
Verification of Allowances	Ch. 5, Section 2		
Certification of Divestiture of Assets Form	Ch. 4, par. 4-24 B 8 ; Ch. 5. par. 5-7, G-8		
*50059 (executed /dated by tenant & O/A)	Ch. 9, par. 9-5, A. 4 b. Appendix 7		
Crime Free Addendum (if participating)	Crime Free Program – 1992		
*Lead Based Paint Disclosure (if applicable)	Ch. 6, par. 6-8 C; Figure 6-4,		
Race & Ethnicity Form HUD-27061-H (09/2003)	Ch. 2, par. 2-11 & HUD-27061-H		
9887 Fact Sheet must be given to applicants/tenants acknowledgement	Ch. 5. Par. 5-15 C-1; Exhibit 5-5 & 5-6		
“FACT SHEET” (acknowledgment)	Ch. 7, Par. 7-4 A-4, Appendix 14 HUD Memo 02/05/02 by John C. Weicher		
Think About This...Is Fraud Worth It? (HUD-1141)	HUD-1141 (12/2005)		
EIV & You Brochure (acknowledgement) NEW (07/2009)	NOTICE H 2010-02		
Resident Rights & Responsibilities (acknowledgement)	Ch. 5, Par. 5-15, C 2, Ch. 6, par. 6-27 B – i		
* HUD LEASE (Section 8 OR 202/8) Lease Instructions Appendix 4-E	Ch. 6, par. 6-5 B. 3., HUD Memo 9/18/08 Clarification on HUD Model Lease, Appendix 4-A/B		
Signature/Dates: by tenant & O/A	Ch. 6, par. 6-5, B-2 & 6-30		
Security Deposit: receipt	Ch. 6, par. 6-15C		
Required Attachments to Lease must be as follows: permanent information			
*Unit Inspection(signed/dated by tenant/agent)	Ch...6, par. 6-5 4, 6-29, A. 1.		
*50059 move-in (executed & dated)	Ch. 6, par. 6-5 4, Ch.9, par. 9-5 4 b. & c.		
*House Rules	Ch. 6, par. 6-5 4		
*Pet Addendum (if applicable)	Ch. 6, par. 6-5 4		
*Security Deposit Record/Receipt	Ch. 6, par. 6-17 D-1		
*Initial Notice of Next Annual Recertification (Signed by tenant & witnessed by O/A)	Ch.7, Par. 7-7 B, Figure 7-4 & Ex. 7-1		

*SDHDA Attach. 4, Based on State Law	SDHDA MEMO: dated 08/06/2008		
*VAWA Lease Addendum HUD-91067 (09/2008)	NOTICE: H 08-07		
EACH RECERTIFICATION FILE MUST CONTAIN THE FOLLOWING INFORMATION			
Recertification Reminder Notices 120–90–60	Ch.7, Figure 7-4		
Certification/Recertification Questionnaire	Ch.7, par. 7-4		
Form 9887/9887A – Release of Information Signature and date required (02/2007)	Ch. 3, par. 3-11 A-1, 3-11 B, Ch. 5, Par. 5-15 B. 2. EX. 5-5, 5-6 & 5-7		
Certification of Divestiture of Assets Form	Ch. 4, par. 4-24 B 8 ; Ch. 5. par. 5-7, G-8		
Student Status Information	Ch. 5, par. 5-10		
Verification of Income or Zero Income Affidavit(s)With questionnaire	Ch. 5 & Appendix 3		
Annual Unit Inspection Form	Ch.6, par. 6-29 A-1 & HAP Contract; 24 CFR 882.515 par. (b), 883		
Lease Amendment Letters	Ch. 7, Exhibit 7-6		
*Initial Notice of Next Annual Recertification (Signed by tenant & witnessed by O/A)	Ch.7, Par. 7-7 B & Ex. 7-1		
*50059 (executed /dated by tenant & O/A)	Ch. 9, par. 9-5, A. 4 b. Appendix 7		
9887 Fact Sheet must be given to applicants/tenants acknowledgement	Ch. 5. Par. 5-15 C-1; Exhibit 5-5 & 5- 6		
*FACT SHEET” (acknowledgment) (06/2007)	Ch. 7, Par. 7-4 A-4, pg. 7-3; Appendix 14 HUD Memo 02/05/02 by John C. Weicher		
Think About This...Is Fraud Worth It? (HUD-1141)	HUD-1141 (12/2005)		
EIV & You Brochure (acknowledgement) NEW (07/2009)	NOTICE H 2010-02		
Resident Rights & Responsibilities (acknowledgement)	Ch. 5, par. 5-15, C 2, Ch. 6, par. 6-27 B – i		
*Crime Free Addendum (if participating)	Crime Free Program – 1992		
* Required as part of the permanent file to be reviewed at any time.			
EACH MOVE-OUT FILE MUST CONTAIN THE FOLLOWING			
Notice of move-out date from tenant	Ch. 8, par. 8-9, HUD Lease		
Notification of Vacancy Form	SDHDA Requirement		
Move-out inspection w/signatures & date	Ch.6, par. 6-29 A 2. & par. 6-29 D		
Correspondence to tenant regarding return of security deposit or charges	Special Claims Processing Guide Ch. 5, Section 5-2, C-2. A; 4350.3, REV- 1, CHG.-3, Ch.6, par. 6-18 C		
Check number & date of check to tenant	SDCL 43-32-24		
Security Deposit Disposition Sheet completed (Interest calculation if required)	Special Claims Processing Guide Ch. 5, Section 5-2, C-2. a.		
Refund Information	Ch. 9, par. 9-14 C & D		

Reviewed By: _____ Date: _____

FOOTNOTE: THE ABOVE DOCUMENTS MUST BE PROPERLY SIGNED, DATED AND CALCULATED, WHERE APPLICABLE.