

# **SAMPLE FILE SETUP**

( Top to bottom )

## **SECTION I**

### **Original Lease**

*\*\* At recertification place a colored sheet of paper on top of the original lease and place the lease addendum on top*

### **House Rules**

### **Lease Addendums (As applicable)**

*Pet Addendum/PetRules*

*Live-in Aide Addendum*

*Violence Against Women*

*Lead-Based Paint Addendum*

### **Acknowledgement that tenant received**

*Rights and Responsibilities Brochure and HUD Fact Sheet.*

*\*\* Must be obtained at move-in and each annual recertification*

## **SECTION II**

**Application** *(make sure to date, time stamp and initial)*

**9887-9887a Release of Information** *(move-in and each annual recertification)*

**Citizenship Summary Sheet** *(owner/family summary)*

**Non-Citizen Declaration** *(obtain at application for all tenants)*

*\*\* This is only required at move-in and when a new person to the unit*

**Race & Ethnicity Form** *(for all tenants regardless of age)*

*\*\* Obtain at move-in only unless a person is added to the unit*

**Copy of Social Security Cards** *(For all tenants over 6 years of age)*

**Copy of Birth Certificates** *(for all tenants under the age of 18)*

**Credit/Criminal/SexOffender Reports**

**Landlord/Personal References** *(as required by Tenant Selection Policy)*

## **SECTION III**

Correspondence/Notices

Move-In/Annual inspections

## **SECTION IV**

Move-in 50059

*\*\* The 50059 should always be the top sheet of paper on all move-ins or recertifications*

*\*\* When you do a new Interim or Annual Recertification place a colored piece of paper on top of the previous 50059 and place the required documentation on top*

Income/Asset Disclosure

9887-9887a Release of Information (at Annual Recertification)

*\*\* Place with Annual Recertification documentation*

Verifications (income, assets, disability, child care, child support, etc.)

*\*\* Clarifications should be placed behind the applicable verification*

Initial Notice of Annual Recertification (move-in and each recertification)