Tenant File Review Worksheet

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| Instructions: Review the appropriate number of tenant files and complete a copy of this worksheet for each file reviewed. Indicate the initial move-in date in the appropriate box. Indicate by marking the appropriate box (Yes, No, or N/A) for each document available in the tenant file. For move-out and applicant rejections files, reviewer should only complete the pertinent sections. |
| Name of Reviewer: Type of Review:[ ]  Applicant Rejection [ ]  Tenant Move-In [ ]  Tenant Move-Out [ ]  Certification/Recertification Effective date of certification(s) reviewed:       If this is a Certification or Recertification, check the certification type:Certification Type: [ ]  Initial [ ]  Annual [ ]  Interim [ ]  Corrections [ ]  Other |
| Family Name:       | Unit Number:       | Move-in Date:       |
| Bedroom Size: [ ]  0 Bedroom [ ]  1 Bedroom [ ]  2 Bedroom [ ]  3 Bedroom [ ]  4 Bedroom [ ]  5 or more Bedrooms  |

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| A. HOUSEHOLD INFORMATION |
| 1. Is the application complete, including the date and time received by the owner/agent? | **Yes [ ]  No [ ]**  |        |
| 2. Is there a form HUD-92006, “Supplement to Application for Federally Assisted Housing” in the files of tenants who applied after 12/14/2009?**Tenant completion of this form is optional.** | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 3. Are the EIV Existing Tenant Search results in the file along with contacts made as a result of the search?**Applicable to move-ins after January 31, 2010** | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 4. Are the household members identified correctly? ( as head, spouse, dependent, co-head, other adult(s), live-in aide, foster child and foster adult) | **Yes [ ]  No [ ]**  |       |
| 5. Is the unit size appropriate for household? | **Yes [ ]  No [ ]**  |       |
| 6. Was this household’s income eligible at move-in? **This question applies only to a tenant file move-in review.** | **Yes [ ]  No [ ]  N/A[ ]**  |      Over income? [ ]  Low income? [ ] Very low income? [ ]  Extremely low income? [ ]  |
| 7. If household was not income eligible at move-in, was an exception granted or waiver granted? | **Yes [ ]  No [ ]  N/A[ ]**  | Comments:       |
| 8. Does the file contain the ethnicity and racial Data Certification as provided to the owner/agent? | **Yes [ ]  No [ ]**  |       |
| 9. Is there current HUD 9887/9887A Consent Form signed and dated by head, spouse, co-head regardless of age, and family members at least 18 years of age? | **Yes [ ]  No [ ]**  |       |
| 10. Is there an acknowledgement and/or signed document as required in the file indicating receipt by the tenant?* Lead based paint
* Resident Rights and Responsibilities Brochure
* *EIV & You* Brochure
* Fact Sheet on How Your Rent is Determined
 | **Yes [ ]  No [ ]  N/A[ ]** **Yes [ ]  No [ ]** **Yes [ ]  No [ ]** **Yes [ ]  No [ ]**  |       |
| 11. Does the tenant file indicate that the owner/agent has taken necessary steps to address any EIV reported receipt of multiple subsidies? | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 12. Does the file contain documentation to verify discrepant personal identifiers, and/or subsidy paid, as reported on:EIV Multiple Subsidy report?EIV Deceased Tenant Report? | **Yes [ ]  No [ ]  N/A[ ]** **Yes [ ]  No [ ]  N/A[ ]**  |       |
| **B. VERIFICATION****Have the following items been properly verified and documented?** |
| 1. Social Security numbers (except for those exempted by 24 CFR 5.216)?EIV Summary Report in file to validate SSNs?Exemption from SSN disclosure? | **Yes [ ]  No [ ]** **Yes [ ]  No [ ]  N/A[ ]** **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 2. Eligible immigrant status or citizenship status? | **Yes [ ]  No [ ]  N/A[ ]**  |        |
| 3. Criminal and drug screening? | **Yes [ ]  No [ ]**  |       |
| 4. State lifetime sex offender registration check in each state where household members reported they have resided, and/or background checks conducted using a database that checks against all state registries? | **Yes [ ]  No [ ]**  |       |
| 5. Other screening as disclosed in Tenant Selection Plan? | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 6. Verification of:* Disability status?
* Student status?
* Ages of occupants?
 | **Yes [ ]  No [ ]  N/A[ ]** **Yes [ ]  No [ ]  N/A[ ]** **Yes [ ]  No [ ]  N/A[ ]**  |       |
| C. LEASE |  |  |
| 1. Is the correct HUD model lease used? | **Yes [ ]  No [ ]**  |       |
| 2. Is the original lease and subsequent leases or addenda signed and dated by the owner/agent, head, spouse, co-head, and all other adult members of the household? | **Yes [ ]  No [ ]**  |       |
| 3. Are applicable attachments attached to the lease, e.g., house rules, pet rules, unit inspection report? | **Yes [ ]  No [ ]**  |       |
| 4. If security deposit is required, is it in the correct amount? If required, enter the amount here: $       | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 5. If pet deposit required, is it in the correct amount? If required, enter the amount here: $      | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 6. If a pet deposit was paid in installments, was the payment schedule in accordance with the pet regulations? | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 7. Are there inspections in the file:Move-in (dated and signed by tenant and owner/agent)?Annual unit inspections? | **Yes [ ]  No [ ]** **Yes [ ]  No [ ]  N/A[ ]**  |       |
| D. CERTIFICATION/RECERTIFICATION ACTIVITIES |
| 1. Are re-certification notices provided within the required timeframes? | **Yes [ ]  No [ ]**  |       |
| 2. Are re-certifications completed on time? | **Yes [ ]  No [ ]**  |       |
| 3. Is the certification signed and dated by the appropriate parties? | **Yes [ ]  No [ ]**  |       |
| 4. Has a 30-day notice of increase in rent been provided to the tenant? | **Yes [ ]  No [ ]  N/A[ ]**  |  |
| **NOTE: If necessary, use additional sheets to complete applicable income information.** |

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| **All reported income and deductions verified and calculated correctly?** | **3rd Party Verification?** | **Amount Reported on 50059** | **Did income information on the 50059 agree with verified file information? If no, comment on discrepancies identified** |
| 5. Wages      | **EIV Income Report****Traditional 3rd Party****Other** **Not verified****N/A** | **[ ]** **[ ]** **[ ]** **[ ]** **[ ]**  | $      |       |
| 6. Social Security benefits      | **EIV Income Report****Traditional 3rd Party****Other** **Not verified****N/A** | **[ ]** **[ ]** **[ ]** **[ ]** **[ ]**  | $      |       |
| 7. Unemployment benefits      | **EIV Income Report****Traditional 3rd Party****Other** **Not verified****N/A** | **[ ]** **[ ]** **[ ]** **[ ]** **[ ]**  | $      |       |
| 8. **Other income**Welfare/Public Assistance/TANFChild SupportPensionsOther \_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Yes [ ]  No [ ]  N/A [ ]** **Yes [ ]  No [ ]  N/A [ ]** **Yes [ ]  No [ ]  N/A [ ]** **Yes [ ]  No [ ]  N/A [ ]**  | $     $     $     $      |       |
| 9. **Actual Income from Assets**Checking AccountSavings AccountCertificates of Deposit401K/Keogh/Retirement AccountsReal EstateOther \_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_ | **Yes [ ]  No [ ]  N/A [ ]** **Yes [ ]  No [ ]  N/A [ ]** **Yes [ ]  No [ ]  N/A [ ]** **Yes [ ]  No [ ]  N/A [ ]** **Yes [ ]  No [ ]  N/A [ ]** **Yes [ ]  No [ ]  N/A [ ]**  | $     $     $     $     $     $      | **Cash Value**$     $     $     $     $     $      |       |
| 10. Imputed income when assets are greater than $5,000 | **Yes [ ]  No [ ]**  | $      |       |
| 11. **Allowances/Expenses**Dependent AllowanceElderly/Disabled Household AllowanceMedical ExpensesDisability ExpensesChildcare Expenses | **Yes [ ]  No [ ]  N/A [ ]** **Yes [ ]  No [ ]  N/A [ ]** **Yes [ ]  No [ ]  N/A [ ]** **Yes [ ]  No [ ]  N/A [ ]** **Yes [ ]  No [ ]  N/A [ ]**  | $     $     $     $     $      |       |
| 12. Are all expenses and allowances that are claimed eligible under the HUD Handbook 4350.3 REV-1? | **Yes [ ]  No [ ]  N/A [ ]**  |       |
| 13. Has the household certified whether or not they disposed of assets during the past two years? | **Yes [ ]  No [ ]  N/A [ ]**  |       |
| 14. Is the correct unit rent being used for subsidy determination? | **Yes [ ]  No [ ]**  |       |
| **Enter the reviewer verified amounts for the following:** | **Amount Reported on the 50059** | **Did income information on the 50059 agree with verified file information? If no, comment on any discrepancies identified.** |
| 15. Contract Rent Utility Allowance Gross Rent Total Tenant PaymentTenant RentUtility ReimbursementAssistance Payment | **$**      **$**      **$**      **$**      **$**      **$**      **$**       | **$**      **$**      **$**      **$**      **$**      **$**      **$**       |       |
| 16. Is the tenant paying minimum rent?If yes, was a hardship exception granted? | **Yes [ ]  No [ ]  N/A[ ]** **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 17. Were income discrepancies reported on the EIV Income Discrepancy Report investigated, and the file documented with the resolution? | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 18. Has tenant entered into a written repayment agreement for monies due to the project?If yes, does the plan contain the required information? | **Yes [ ]  No [ ]  N/A[ ]** **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 19. Does file contain a re-certification as a result of new employment reported on the EIV New Hires Report?If yes, is the new employment income included in the reported annual income? | **Yes [ ]  No [ ]  N/A[ ]** **Yes [ ]  No [ ]  N/A[ ]**  |       |
| **E. BILLING** |  |  |
| 1. Does the assistance payment requested on the monthly billing (HUD-52670-A, Part 1) agree with the assistance payment on the applicable form HUD- 50059? | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 2. If required, have adjustments been made to the monthly billing? | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| **F. MOVE-OUT FILE REVIEW ONLY** |  |  |
| 1. Is there a move-out notice from tenant?If yes, Date of Notice \_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_ Move-out date \_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_ | **Yes [ ]  No [ ]**  |       |
| 2. Is there a move-out inspection?If yes, enter the date of inspection \_\_\_\_     \_\_\_\_\_\_\_ | **Yes [ ]  No [ ]**  |       |
| 3. Was the security deposit refunded to the tenant within 30 days, or in accordance with state or local laws, whichever is shorter? | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 4. Was an itemized list of the damages and charges provided to the tenant? | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 5. Were any additional charges paid by tenant? | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 6. Does the tenant move-out date on the voucher match the date the tenant vacated? | **Yes [ ]  No [ ]**  |       |
| **G. APPLICANT REJECTION REVIEW ONLY** |
| 1. Was the reason the applicant was denied admittance in accordance with the Tenant Selection Plan? | **Yes [ ]  No [ ]**  |       |
| 2. Was the reason for rejection provided in specific terms and in plain language? | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 3. Did the rejection letter provide the applicant the right to appeal? | **Yes [ ]  No [ ]**  |       |
| 4. If the applicant appealed, was the appeal reviewed by someone other than the person who made the original decision? | **Yes [ ]  No [ ]  N/A[ ]**  |       |
| 5. Was the appeal processed and applicant notified of the appeal decision within five days of the meeting? | **Yes [ ]  No [ ]  N/A[ ]**  |       |

**A. HOUSEHOLD INFORMATION**

1. Is Application Signed/Dated (18 yrs +) Yes [ ]  No [ ]

Application contains Date/Time when it was received? Yes [ ]  No [ ]  (Date/Time for applications received after 9/24/07) N/A[ ]

2. Current version of Supplement to Application form is in the file? Yes [ ]  No [ ]  (OMB Exp. 2/28/19 effective 5/9/16)

4. If applicable, is there a Live in Aide addendum in file? Yes [ ]  No [ ]

8. Is the correct version of the Race and Ethnicity data in the file? Yes [ ]  No [ ]  (OMB Exp 6/30/17 effective 2/17/15)

9. Are the correct addresses listed on the HUD-9887 form? Yes [ ]  No [ ]  (HUD SF address effective 6/1/2016, LOMOD effective 12/1/17)

10. For Lead Based Paint only: If property was built prior to 1978 (elderly/disabled excluded if no 6 yrs or younger household member)

12. Failed EIV Prescreening Yes [ ]  No [ ]  N/A[ ]  EIV Failed Verification Yes [ ]  No [ ]  N/A[ ]

**B. VERIFICATION**

2. Make sure all citizenship documents are in the file and completed/signed/dated for each household member.

[ ]  Citizenship Declaration Form and verification of citizenship [ ]  Verification Consent Format (eligible noncitizen under 62)

[ ]  Owners Summary of Family [ ]  Family Summary Sheet

[ ]  SAVE Verification (eligible noncitizen under 62) Make sure Alien Registration Card is not expired

3. and 4. Is there criminal and state lifetime sex offender registration in the file? (Required after 10/29/2002). Yes [ ]  No [ ]

6. If applicable, is there verification in the file for disability and/or student. Yes [ ]  No [ ]

 Is there student status determination at MI and every AR: Yes [ ]  No [ ]

**C. LEASE**

1. Is the Initial Lease Term 1 year? Yes [ ]  No [ ]  Is the Pro-Rated Rent Amount correct? Yes [ ]  No [ ]  (MI only)

 NSF and Key Fees approved? Yes [ ]  No [ ]

 OMB Model Lease Yes [ ]  No [ ]

 If not OMB is it HUD approved Yes [ ]  No [ ]  [ ]

3. The the current version of VAWA in the file? (expiration 6/30/17, effective 3/1/16) Yes [ ]  No [ ]

Is the current version of House Rules in the file? Yes [ ]  No [ ]

Is the current version of Pet Rules in the file? Yes [ ]  No [ ]

4. Compare Security Deposit amount on the current 50059 to Original Lease, Current Leaes and MI TTP. Do all amounts match?

Yes [ ]  No [ ]

7. Is the Decent Safe Sanitary language on the Move-In Inspection form? (effective 7/01/07) Yes [ ]  No [ ]

**D. CERTIFICATION/RECERTIFICATION ACTIVITIES**

1. Does the file contain the required recertification notices? Yes [ ]  No [ ]  Initial [ ]  120 [ ]  90 [ ]  60 [ ]  Day

2. Tenant/Owner signature date on HUD-50059 is prior to effective date? Yes [ ]  No [ ]

 Is Gross Rent in file? Yes [ ]  No [ ]  N/A [ ]

5-11. Are all verification dates within 120 days from the effective date of the certification? Yes [ ]  No [ ]  It is highly recommended to date stamp all verifications received from tenant/third-party.

8. Is CA Climate Credit included as Income on the HUD-50059? Yes [ ]  No [ ]  No UA at property/Different provider [ ]

Electric Bill Provider Credit Applied to Bill (Annual Amounts listed)

 2018 2017

SDG&E $67.00 $59.00

PG&E $79.00 $35.00

Liberty Utilities $59.00 $47.00

SCE $72.00 $ 62.00

Pacific Power $254.00 $214.00

15. Were Utility Reimbursements provided to tenant within 5 days from HAP received date? (verify last 12 months or length of time eligible for utility reimbursement). Yes [ ]  No [ ]  N/A [ ]

17. Is EIV Income/Discrepancy report in file for AR/IR? Yes [ ]  No [ ]  N/A [ ]

 Is Income Report in the file for MI within 90 days after submission to TRACS to verify income? Yes [ ]  No [ ]

 MI 90 days has not expired [ ]  Not a MI file [ ]

**E. BILLING**

1. Are current Income Limits reported on HUD-50059? Yes [ ]  No [ ]

**G. APPLICANT REJECTION REVIEW ONLY**

1. Does the Application Date and Time match the Waiting List Date and Time? Yes [ ]  No [ ]

 Is a Rejection/Denial/Removal Letter sent to the applicant and copy kept in the tenant file? Yes [ ]  No [ ]

 Does the Rejection/Denial/Removal Letter provide the applicants an opportunity to appeal? Yes [ ]  No [ ]

 Does Date/Time of Rejection on Waiting List match the rejection letter sent to the applicant? Yes [ ]  No [ ]

 Is the Notice of Occupancy sent to the applicants with the Rejection Letter? Yes [ ]  No [ ]