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/TANF  Child Support  Pensions  Other \_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Yes  No  N/A**  **Yes  No  N/A**  **Yes  No  N/A**  **Yes  No  N/A** | | $  $  $  $ | |  | |
| 9. **Actual Income from Assets**  Checking Account  Savings Account  Certificates of Deposit  401K/Keogh/Retirement Accounts  Real Estate  Other \_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_ | | **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 Allowance  Elderly/Disabled Household Allowance  Medical Expenses  Disability Expenses  Childcare 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 Payment  Tenant Rent  Utility Reimbursement  Assistance 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