

Use Checklist to Ensure Household Files Are Complete

To make sure your files contain all the necessary documents and information that HUD requires—and reviewers will look for—you can use the following checklist. Items are grouped by categories of information and documents.

HOUSEHOLD FILE CHECKLIST

APPLICATION PROCESS

- Application & pre-application.** The file should include the completed application for the household and any pre-application you use, such as a briefer application form with minimum information if the household is placed on a waiting list. The application should be “certified” with the applicant’s signature to verify the accuracy and completeness of the information provided. If you sent the applicant household a letter to say that it was placed on the waiting list, be sure a copy of that letter is included in the file.
- Rejection documentation, if applicable.** If you reject an applicant household, you must do so in writing and that written notification must be included in the household file. Be sure it includes the specific reason for rejection, any documentation that supports your decision to reject. If there is additional communication between you and the applicant household, such as an appeal of the rejection, it too should be part of the file.

SCREENING CRITERIA DOCUMENTATION

- Criminal and sex offender background check for all adult family members including live-in aides.** NOTE: All criminal records must be destroyed once they have accomplished their intended use. When destroying records of criminal background, a notation should be made in the tenant file that includes the date the records are destroyed and a statement that the records were destroyed for purposes of confidentiality.
- Prior landlord verification** (if part of the screening process).
- Credit report** (if part of the screening process).

LEASING DOCUMENTS

- Lease and lease amendments or addenda.** Your household files should include a copy of the signed lease and any lease amendment and lease addenda. And they should be signed by the head of the household, spouse, any co-head, and all other adult members of the household
- House rules and pet rules acknowledgement.** Include proof that the household received a copy of your site’s house rules, along with any pet rules that apply at your site.
- Security deposit documentation.** If your site charges a security deposit, it is recommended that you collect it at the time of the initial lease execution. You should include documentation in the household file that shows you collected the security deposit.
- Move-in inspection report.** Include in the file documentation of the unit inspection at move-in. Be sure the move-in inspection report has been signed by both site management staff and the household. The move-in inspection report is completed in addition to annual unit inspections, reports of which also should be included in the household file.

INCOME & ASSET VERIFICATION

You must include appropriate proof that you verified the household income and assets in the household file. Such proof may include third-party verification forms, notes about oral third-party verification, notarized statements, and household member affidavits. Include proof for each year that you certified or recertified the household.

- Disposition of Assets Certification for all adult family members.
- Third-party verification of all sources of household income.
- Third-party verifications and completed No-Income Questionnaire for each adult family member (for households claiming no income).
- Third-party verification of all household assets.
- Copies of documents provided by the resident and a written explanation as to why third-party verification was not obtained (if any required third-party verifications were not possible or delayed 14 days or more).

MOVE-OUT

- Move-out notice.** The lease you use with households requires them to give you notice of their intent to move out. When you receive this notice, include a copy of it in the household file.
- Eviction documents.** If you are forced to evict a household, any documents relating to eviction should be maintained in the household file.
- Move-out inspection report.** When you inspect the household’s unit at move-out, you will prepare a move-out inspection report that should be included in the household file. Be sure both you and the household representative have signed the report.
- Security Deposit Disposition Form** with refund within 30 days (or sooner if required by state or local law).
- Copy of the Itemized List of the Damages and Charges** provided to the resident (if applicable).

OTHER DOCUMENTATION

- Requests for Maintenance
- Requests for Reasonable Accommodations
- Requests for Unit Transfers
- Resident Correspondence
- Notice to Quit
- Summons and Compliance Notices
- Stipulated Judgments
- Collection Notices
- Other Notices to Resident