



811 File Compliance Checklist

updated 10.10.24

Development Name: _____

Inspection Date: _____ Compliance Specialist: _____

Household Name: _____

Unit Number: _____ Move-In Date: _____

Number of HH Members: _____ Unit Size: _____

Certification Type: _____ Certification Date: _____

MOVE OUT

Indicate whether evidence of the following requirements is found in the tenant file. Note discrepancies.

Forms	Evidence in File	Comments
Move Out Inspection:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Security Deposit Returned in 20 days	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Security Deposit Disposition Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Move-Out Date 50059 (dates match?):	<input type="checkbox"/> Yes <input type="checkbox"/> No	

REJECTION

Indicate whether evidence of the following requirements is found in the tenant file. Note discrepancies.

Forms	Evidence in File	Comments
Was The Applicant Denied in Accordance with The Tenant Selection Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the site notify the resident of the decision in writing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the reason for the decision clear and specific?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Were They Given the Chance to Appeal within 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was The Appeal Heard by Someone Other Than the Original Reviewer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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