

Ancillary Remote File Review Checklist

This checklist is a guide of what to upload on your property's Workcenter in Procorem. Chosen files should be uploaded to the properties workcenter under the current year's inspection for tenant files to review. Please refer to this checklist when preparing to upload tenant files to ensure that your submissions are complete. If any units chosen for review are vacant, please notify your Asset Manager immediately.

Bookmarks within the PDF that identify the items on this checklist are highly recommended and greatly appreciated.

- TIC
- Calculation Worksheet
- Consent for Release of Information
- Certification Questionnaire
- Rental Application*
- Current Lease
- Unit Inspection Form
- Student Status Certification
 - Student Status Verification♦
- Lead Disclosure♦
- Self Certification for Income and Assets♣
- Source Documentation as Verification of Income♦
 - Zero Income Certification♦
 - Child Support Certification♦
 - Child Support Verification♦
 - Alimony Certification♦
 - Alimony Verification♦
 - Recurring Gifts Certification
 - Recurring Gifts Verification♦
- Asset Verification♣
 - Certification of No Assets♦

*Move-in files only

♦If applicable