



Program Tenant File Review Checklist rev. 3.1.2024
Capital Magnet Fund

Development Name: _____ Review Date: _____
 Household Name: _____ Unit Number: _____
 Move-In Date: _____
 Household size: _____ Unit Bedroom Size: _____
 Certification Type: _____ Effective date: _____
 Tenant paid rent: _____ Utility Allowance: _____ Gross rent: _____
 Restricted Rent Limit: _____ Restricted Income Limit: {<80% AMI}: _____

The following documents are expected to be contained in all tenant files.		Yes	No	N/A
Check one:				
Rental Application				
Annual Certification Questionnaire				
Tenant Income Certification (TIC)				
Verification of household annual income	Include source and amount of income/assets			
Student status self-certification				
Third-party verification of student status from the educational institution (when applicable).				
Recurring gifts self-certification (if question is not clearly spelled out on application/questionnaire)				
Certification of zero income (if applicable)				
Child support self-certification (if applicable)				
Alimony self-certification (if applicable)				
Worksheet for income & expenses or calculation tapes To demonstrate how annual income was calculated				
Certification of assets less than \$5,000 (if total cash value does not exceed \$5,000)	Include source and amount of income/assets			
Verification of assets or statements. (If the total cash value exceeds \$5,000)	Include source and amount of income/assets			
Clarification notes (as applicable).				
Lease agreement				
All applicable addendums - VAWA, etc				
Unit Inspection documentation.				
Release of Information consents. For each household member aged 18 and older.				

File reviewed by: Name: _____

Date: _____