



**Tenant File Review Checklist** rev. 3.1.2024  
 Housing Production Fund - Extremely Low Income

Development name & Address:

Review Date:

Household Name:

Unit Number:

Move-In Date:

Household size:

Unit Bedroom Size:

Certification type:

Certification Effective date:

Extremely Low Income (30% or lower AMI) at Move-in?

Tenant paid rent:

Utility Allowance:

Gross rent:

Restricted Rent Limit: { %AMI}

Restricted Income Limit: { % AMI}

*Rents will be established at the greater of 30% of gross monthly income of the household minus utility allowances, or 30% of the federal gross monthly SSI for unit and family size.*

The following documents are expected to be contained <b>in all tenant files.</b>	
	Check one: Yes No N/A
<b>Rental Application</b>	
<b>Annual Certification Questionnaire</b>	
<b>Tenant income certification (TIC)</b>	
<b>Self-certification of household income (includes assets)</b>	
<b>Clarification notes (as applicable)</b>	
<b>Lease Agreement</b>	
<b>Unit Inspection documentation (if applicable)</b>	
<b>Release of Information Consent (for each household member aged 18 and older)</b>	

**File reviewed by:** Name:

Date: