



Housing Program Tenant File Review Checklist rev. 3.4.24
 Preservation Loan Fund

Development name & Address:

Review Date:

Household Name:

Unit Number:

Move-In Date:

Household size:

Unit Bedroom Size:

Certification Effective date:

Certification type:

Tenant paid rent:

Utility Allowance:

Gross rent:

Restricted Income Limit: { % AMI}

The following documents are expected to be contained in **all tenant files**.

	Check one:	Yes	No	N/A
Rental Application or Annual Certification Questionnaire (AR)				
Tenant Income Certification (TIC)				
Self-certification of household income (includes assets)				
Student status self-certification				
Third-party verification of student status from the educational institution (if applicable)				
Clarification notes (as applicable)				
Lease Agreement				
Unit Inspection documentation (AR/MI)				
Release of Information Consent (for each household member age 18 and older)				

File reviewed by: Name:

Date: