



**Housing Program Tenant File Review Checklist** rev. 3.4.24  
Workforce Housing and Middle Income

Development name & Address:

Review Date:

Household Name:

Unit Number:

Move-In Date:

Household size:

Unit Bedroom Size:

Certification Type:

Certification Effective date:

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
<b>Rental Application or Annual Certification Questionnaire (AR)</b>				
<b>Tenant Income Certification (TIC)</b>				
<b>Self-certification of household income (includes assets)</b>				
<b>Student status self-certification</b>				
<b>Third-party verification of student status from the educational institution (if applicable)</b>				
<b>Clarification notes (as applicable)</b>				
<b>Lease Agreement</b>				
<b>Unit Inspection documentation (AR/MI)</b>				
<b>Release of Information Consent (for each household member age 18 and older)</b>				

**File reviewed by:** Name:

Date: