

North Dakota Housing Finance Agency (NDHFA) has requested a sample of tenant files to review. This review is required by Federal regulation. The purpose of the review is to ensure that the tenant qualification process performed by the property manager meets the requirements of the HUD Income Qualification Part 5. It is important that the tenant file you submit to us for review is organized, clearly indicates how and what was used to determine a tenant's income, and all documents are clearly legible. Failure to provide adequate and clear documentation could result in a file finding or ineligible tenant.

TENANT FILE DOCUMENTS

Each tenant file submitted should contain the following documents. Files should be orderly.

- Tenant Income Certification (signed)
- Worksheet used to calculate income
- Employment Income Verification- submit all documents used to calculate income
 - Paystubs- if used paystubs must submit no less than 2 months documents
 - Employment Verification- include any clarification documents if applicable
- Asset Verifications
- All third-party verifications and information used to determine total household income and assets.
- Application (detailed asset and income sources)
- Lease
- HIF or Tax Credit Lease Rider
- VAWA Lease Addendum (if applicable)
- Household Demographics (if applicable)
- Homeownership Rebate Addendum (if applicable)
- Annual Student Certification (HIF and LIHTC Properties)
- HOME Student Certification (HOME Funded Properties)
- Move in inspection
- Annual Recertification Documents if applicable

PROPERTY MANAGEMENT DOCUMENTS

- Rent Receivables for the prior two months
 - This document shows the amount of rent past due for each tenant and for a property as a whole.
- Utility Allowance
 - This document should list each utility for each bedroom size, who is responsible for paying for the utility and a total of the utility allowance. If you provide a PHA utility allowance, underline the utilities used to calculate the allowance.
- VAWA Emergency Transfer Plan
- HUD Programs – HOME, Housing Trust Fund and Neighborhood Stabilization Program funded projects only:
 - Affirmative Fair Housing Marketing Plan – Form HUD-935.2A
 - Tenant Selection Policy
- Copy of tenant fee schedule