

The primary purpose of the file review is to ensure that the tenant qualification process performed by the property manager meets the requirements of the HUD Income Qualification Part 5. Refer to the appropriate Compliance Manual for detailed information regarding household eligibility and verification requirements.

**It is important that the tenant files you submit are organized, legible, and contain all documentation used to calculate and verify a household's income.**

## **Part 1: Tenant File Requirements**

**Each tenant file must contain the following documents, submitted in this order:**

### **INITIAL (MOVE-IN) ELIGIBILITY DOCUMENTS**

- Tenant Income Certification (TIC) (signed)
- All documents** used to verify income and assets
- Worksheet used to calculate income
- Application
- Household Demographics
- Move-In Inspection
- Lease
- Lease Rider (HIF or LIHTC only)
- VAWA Lease Addendum (all programs except HIF)
- Rebate for Home Ownership Addendum (if required by the project's regulatory agreement(s))
- Student Certification (LIHTC, HIF, or HOME only)

Annual Recertification Documents as required by program: *see Compliance Manuals for recertification requirements for each program.*

#### **Do NOT submit the following to North Dakota Housing Finance Agency:**

- Driver's Licenses, SSN Card, or other identification documents
- Criminal background check
- Credit report
- Previous rental history verification
- Copy of security deposit payment
- Individual Community Rules or Tenant Selection Policy (submit just ONE copy with the review, do not include one in each tenant file)
- Copies of blank pages or pages intentionally left blank

## **Part 2: Property Management Documents**

- Utility Allowance form - NEW: Found under "Multifamily Mandatory" on NDHFA's website
  - Include source documents used to calculate the utility allowance
  - If using the PHA Utility Schedule as a source, circle or highlight the numbers used in the calculation
- Rent Receivable/Rent Roll for the most recent two months (from the date of the review notification)
  - Must include the amount of rent past due for each tenant and for a property as a whole
- Tenant Handbook/Tenant Rules
- Attach a fee schedule if one is not included in the Tenant Handbook/Tenant Rules
- Tenant Selection Plan (See Compliance Manual if you do not currently have a Tenant Selection Plan)
- VAWA Emergency Transfer Plan (All programs except HIF)
- Affirmative Fair Housing Marketing Plan – Form HUD-935.2A (HUD Programs only – HOME/HTF/NSP)