

Tenant File Checklist	Project Name	Monitoring Date
Client Name: Unit Number:		Reported on Month/Quarter/Year Report:
Verification of Required Documents:		Additional Observations:
<ul style="list-style-type: none"> Is Lease present? 	YES NO	
<ul style="list-style-type: none"> Is Lease Addendum present? 	YES NO	
<ul style="list-style-type: none"> Is HQS Inspection conducted by Property Management within last 12 months in file? 	YES NO	
<ul style="list-style-type: none"> Is CSD's HQS Inspection Pass Letter within last 12 months in file? 	YES NO	
<ul style="list-style-type: none"> Lead-based paint compliance (if applicable) 	YES NO N/A	
Verification of Rent:		Additional Observations:
<ul style="list-style-type: none"> Is this a High or Low HOME Unit? Bedroom Size 	HIGH LOW 0 1 2 3 4	
<ul style="list-style-type: none"> Is correct Utility Allowance being utilized? 	YES NO	
<ul style="list-style-type: none"> Is Rent amount correct? 	YES NO	
<ul style="list-style-type: none"> Does the lease support the information submitted to HCCSD on Monthly / Quarterly Compliance Reports? 	YES NO	
Verification of Income:		Additional Observations:
<ul style="list-style-type: none"> Date of Initial Certification: Amount of household income: 		
<ul style="list-style-type: none"> Size of household: 	1 2 3 4 5 6 7 8 9 10	
<ul style="list-style-type: none"> How was income verified? 		
Indicate household income at or below: <input type="checkbox"/> 80% MFI <input type="checkbox"/> 60% MFI <input type="checkbox"/> 50% MFI <input type="checkbox"/> 30% MFI		
<ul style="list-style-type: none"> Household Income Recertification completed within 12 months? 	YES NO	
Overall observation of tenant file:		
Reviewed by:		