

Tenant File Audit

Date: _____ Property Name: _____ Apt. # _____

BY: _____ Unit Size: _____ Tenant Name: _____

Number occupants: _____ Move in gross rent _____ Util. Allow _____

Move In/Move Out Date: _____

_____ Expense Verifications - Medical & Child Care (if applicable)

_____ Proof of Utility Connection

_____ Marital Separation Affidavit

_____ Credit/Criminal Reports

_____ Child Support/Alimony Affidavit

_____ Social Security Cards

_____ Non-Employment Affidavit (all h/h members 18)

_____ Birth Certificates

_____ Income Verifications

_____ Landlord References

_____ Asset Verifications

_____ Key Referral letter (if applicable)

_____ Annual Student Certification (if applicable)

_____ Application (original)

_____ Disposed of Assets form (all h/h members 18)

_____ Application Update Statement

_____ Supplemental information form (required at move in)

_____ Application Notification letters

_____ Application – all pages (copy)

_____ Security Deposit Agreement (2pgs)

OR

_____ Move-in/Move-out Inspection Form

_____ Recertification Questionnaire – all pages

_____ Pet Lease Addendum (if applicable)

_____ Calculator Tape

_____ Companion Animal Addendum ((if applicable)

_____ Key Worksheet (If applicable)

_____ **Utility Allowance Exhibit/Schedule**

_____ Tenant Certification Worksheet

_____ **Low Income Lease Rider** (h/h members 18yrs+)

_____ Tenant Certification (all h/h members

18yrs+ must sign)

_____ Mold and Mildew Lease Addendum (2 pgs)

_____ Change Notice

_____ Rent Collection Policy

_____ MOVE OUT FORMS (after move out)

_____ Washer Addendum

_____ Fire Alarm Lease Addendum (if applicable, each renewal)

_____ Satellite Dish Policy

_____ **Occupant Lease Addendum** (if applicable – h/h members 18 yrs+)

_____ **Bed Bug Lease Addendum**

_____ **Violence Against Women Lease Addendum** (all adults in h/h)

_____ All Lease Addendums and any future addendums should be together

_____ Key Lease (If applicable)

_____ *Lease Agreement w/ Rules and Regulations

_____ Lease Addendum

- If a conventional property, the lease and addendums go on the top Right Side of File.

Bottom Left Side:

_____ Housing Authority Section 8 Certificate

_____ Housing Authority Correspondence

Bottom Right Side of File:

_____ Mis. Correspondence

_____ Late Rent Notices

_____ Periodic Unit Inspection Forms

_____ Home office Move-in approval

_____ Student Status answered for all in household

Everything should be in chronological order. Dates on applications should match waiting list when applicable (Move in Date also.