

## APPENDIX 10

SAMPLE FORM: TENANT FILE CHECKLIST

- o Application
- o Verification of Household Composition
- o Verification of Income
- o Verification of Preference Status
- o Verification of Eligibility for Adjustments to Income
- o Documentation of Eligible Citizenship Status Preliminary Subsidy Calculation

TENANT DOCUMENTATION	Initial	Recertification
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- o Request for Unit Approval
- o Move-in Inspection(s)
- o Rent Calculations
- o Documentation of Utility Allowance
- o Lead-Based Paint Notice Acknowledgment
- o Lease

WITHDRAWN/REJECTED APPLICANTS Initial

- o Documentation of Reason for Withdrawal or Rejection
- o Notification to Applicant

-- SAMPLE --

Appendix 10