

Assisted Housing Complexes
Managed by Human Resource Development & Employment Inc.
Tenant File Checklist Move-In for NMTC Site

Last Name: _____ Apt. #: _____ Effective Date: _____

HRDE Pre-Application, completed, signed and dated HRDE Application, completed and signed

Copy of Social Security Card

Copy of Photo ID

Copy of Birth Certificate

HRDE Credit/ Criminal verification signed and responses

National Sex Offender Registry (www.nsopr.org)

HRDE Landlord Verification signed and responses

Tenant Income Certification (TIC), signed and dated

Income Verifications

Asset Verifications

Lease (full copy), signed and dated

HRDE House Rules (full copy in file), signed and dated

HRDE Pet Policy, if applicable (full copy in file) and Shot Record, signed and dated

Copy of Security/ Key Deposit Receipt/Pet Deposit if applicable

HRDE Security/ Personal Property Disposition, signed and dated

HRDE Move-In Inspection, signed and dated

HUD 91067 Violence Against Women - Lease Addendum, signed and dated

All Correspondence with the applicant

Verifications of Income or Lack of Income/Notarized w/questionnaire (Affordable Units Only)

HRDE Therapeutic/Assistive Animal Policy, if applicable (full copy in file) and Shot Record, signed and dated

All documents must be current (within 120 days).

All tenant files must be secured in a locked filing cabinet to maintain confidentiality.

All original documents and corrections will be maintained in the Tenant File in the Management Office.

All corrections must be crossed out, inserting corrected information in blue ink along with initial and date by Tenant and Manager.

The Lease and Move-In Unit Inspection must be signed and dated by Tenant and Manager with same date as move-in.