

Suggested File Outline

Group 1 - Application and Eligibility Documents

Rental Application	Credit/Criminal Background History Reports
EIV's Existing Tenant Search Report	Social Security Number Verification
Age Verification	Citizenship Declaration
Citizenship Verification	Family Summary Sheet
Race and Ethnic Data Reporting Form	MN Data Privacy Disclosure Statement
Supplement to Application (92006)	Verification of Disability
Reasonable Accommodation Forms	

Group 2 – Recertification’s (use a divider after each action)

Executed 50059/50059A	Income, Asset, Allowance, & Expense Verifications
EIV reports – Summary, Income, and Income Discrepancy *exception for tax credit & RD properties	Recertification Questionnaire
Disposal of Assets Declaration	HUD 9887/9887A
Annual Acknowledgement of Receipt of Resident Rights and Responsibilities, HUD Fact Sheet – How Rent is Determined, 9887/9887A HUD Fact Sheet and EIV & You Brochure	Recertification Notices

Group 3 – Move-In Documents

Move-In 50059	Income, Asset, Allowance, & Expense Verifications
EIV – 90 Day Income Report	

Group 4 – Tenant Correspondence

Lease Violations	Policy Change Notices
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Group 5 – Lease, Addendums, Security Deposit Documents

Lease	Lease Addendums (VAWA)
House Rules	Lead-Based Paint Disclosure, if applicable
Security Deposit Agreement	Garage/Parking Lease
Pet Lease (and other pet data)	Live-In Aide Agreement

Group 6 – Inspections

Move-In Inspection	Annual Inspections
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