

FDIC Affordable Housing Program Tenant File Requirements

This checklist can be used as a guide to assembling copies of Tenant Files and as a cover sheet on top of each file's copy.

Project Address: _____ Unit #: _____

Tenant Name: _____ Move-in Date: _____

All household names will be checked against the current occupancy report.

	Tenant Release and Consent Form
	Rental Application Form or Questionnaire
	Verifications of Income
	Verifications of Assets
	Owner's documented calculation and determination of Household eligibility
	Tenant Income Certification (TIC)
	HAP contract (if applicable)
	Phone Conversation or Clarification Reports/ Memo to File
	Lease Agreement (signed at initial occupancy)
	Lease Agreement (most recently signed by household)
	Lease Addendum (contains language requiring HH to provide information required by FDIC program.)
	Notice of most recent change in rent
	Record of rent paid by tenant (rent ledger)
	Where applicable: documentation of tenant's notice to vacate or owner's notice to tenant of non-renewal or termination of lease
	For buildings constructed prior to 1978, a copy of lead-based lease addenda