

AFFORDABLE HOUSING

File Inspection Checklist

Property Name	
Date	
Reviewer	
Files audited (8 files or 10%)	

	Item	Yes	No	N/A
1	<b>Site Waiting List is categorized by bedroom size and date and time of application.</b>			
2	<b>Last move in was assigned based on the Wait List</b>			
3	<b>Pre-Applications are date and time stamped</b>			
4	<b>Current Occupancy minimum 97%</b>			
5	<b>Renewal Rate minimum 95%</b>			
6	<b>Rent amounts from lease reconcile to the yearly rent schedule</b>			
7	<b>Office smells and looks clean and orderly</b>			
8	<b>Staff maintains a professional appearance including a name tag</b>			
9	<b>Rental Application and or Renewal Recertification Questionnaire</b>			
10	<b>Tenant Income Certification (TIC)</b>			

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Resident Name				
Unit Number				
	Item	Yes	No	NA
11	Identity affidavit			
12	Proof of identity (driver's license, birth certificate, passport, etc.)			
13	Proof of income (check stubs or third party verification and most current award letters if applicable)			
14	Rent amount calculated correctly			
15	Assets Correctly Verified/Calculated			
16	Credit report at Move in			
17	Background/Sex offender search at Move in and Annual (performed prior to lease execution)			
18	Current Lease on file, completely and accurately filled out			
19	VAWA addendum			
20	Non-Smoking Policy (if applicable)			
21	Lead-based paint addendum (if applicable)			
22	Drug-free addendum			
23	Crime free addendum			
24	Mold & mildew addendum			
25	Medical marijuana addendum			

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	<b>Item</b>	Yes	No	NA
26	<b>Community policies form</b>			
27	<b>Emergency Contact or Death, Incapacitation and Incarceration Form in file</b>			
28	<b>Renter's insurance addendum</b>			
29	<b>Bed bug notice</b>			
30	<b>Correct Security Deposit (Escrow Deposit) Refundable</b>			
31	<b>Correct Pet Deposit (If applicable) Refundable</b>			
32	<b>Correct Admin Fee (Preparation Charge) Non refundable</b>			
33	<b>Correct Pet Cleaning Fee (If applicable) Non refundable</b>			
34	<b>Pest control addendum</b>			
35	<b>Satellite dish addendum</b>			
36	<b>Files are orderly</b>			
37	<b>Joint inspection checklist complete and signed by both parties for Move in</b>			
38	<b>Annual inspection documentation on file</b>			
39	<b>Lease renewal was complete prior to expiration of previous lease</b>			