

# NEW MOVE IN CHECKLIST

HOH Name	SITE #	Address
<b>REQUIRED DOCUMENTATION: ALL HOUSEHOLD MEMBERS 18 YEARS &amp; OLDER== Everyone 18 years of age must sign all forms!!</b>		
Move -In Date	AUDIT	Initials
<b>Date completed.</b>		
Dwelling Lease		
VAWA		
Grievance Policy		
State Issued ID		
Social Security Cards for all Household members		
Copies of Birth Certificates of all Household members		
Applicant/Tenant Certification		
Declaration of United States Citizenship		
Move- In Checklist/Lease Orientation		
Community Service Acknowledgement		
Signed Policies- (complete checklist on back)		
Refund of Security Deposit, Disposition of furniture and Emergency Contact		
Notice to Request A Reasonable Accommodation		
30-90 Day Housekeeping Inspection Notice		
Things You Should Know (HUD-1140-OIG)		
Applying for HUD Assistance Fraud Form (HUD-1141)		
Elevated Blood Level of Lead Certification		
Lead Base (PC, GE, GW, and PP)		
Debts Owed form		
What You Should Know About EIV		
Tenant/Visitor Dress Code and Code of Conduct		
Tenant Charges		
Utilities Verification		
Criminal Activity Certification		
Utility Allowance Form		
Move- In Inspection Form		
HUD 50058		
Family Review		
Resident Subsidy Schedule		
Resident(s) Income: (SS, SSI Earned Income, TANF, Pensions, Retirement Benefits, Self emp., Un-emp., Child Support, Cash Support & any other income Calculation Summary		
Wage Calculation Sheet		
Zero Income Statement (If Applicable)		
Miscellaneous Income Sheet (If Applicable)		
Rent Calculation Sheet (Calculation Tape Attached)		
Childcare Verification (If Applicable)		
Full-Time Student Verification (If Applicable)		
Medical Expenses Documentation (If Applicable)		
Admission Packet		
Applicant History/Debts Owed Verification (EIV)		
Landlord Verification		
Supplement to Application for Federally Assistant Housing		
Authorization for Release of Police Record (Background)		
Authorization for Release of Information/Privacy Act Notice (HUD-9886)		
Authorization to Release Information (MHA)		
Warning Letter		
Offer Letter		
Housing Eligibility Approval Letter		
Personal Declaration		
Public Housing Application		

**Comments:**

AUDITED BY: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

**PLEASE DO NOT REMOVE ANY ORIGINAL PAPERWORK FROM BEHIND THIS ORANGE MOVE IN SHEET!!!!!!**  
**KEEP THIS PAPERWORK IN ACTIVE FILE AT ALL TIMES**

**STOP!!!! NEW MOVE IN PAPERWORK**

Signed Policies	Initials
Rent Collection Policy	
Smoke Free Policy	
Smoke Detector Policy	
Tenant Smoke Detector Agreement Form	
Smoke Detector/Carbon Monoxide Detector Policy	
Housekeeping and Maintenance Standards Policy	
Violence Against Women Act Amendments of 2005 Policy	
Bedbug Infestation Policy	
Vehicle/Parking Policy (VTG, RT, and PP)	
Parking Violation and Towing Vehicle Policy	
Reserved Parking	
Swimming Pools, Outside Furniture/Grills, Antennas, Tents, Basketball Goals and TV Satellite Systems Policy	
Outdoor Trash and Litter Policy	
Barbeque Grill Policy	
Vandalism Policy	
Loitering Policy	
Community Services Requirements Policy	
Assistance Animal Policy	
Reasonable Accommodation Policy	
Transfer Policy	
Lock-out Policy	
Lock Change Policy	
Re-Payment Agreement Policy	
Pet Policy	
Community Rules (VTG, RT, and PP)	
Use of Community Policy	
Work Activity Policy	