NEW MOVE IN CHECKLIST						
HOH Name	SITE #			ess		
REQUIRED DOCUMENTATION: ALL HOUSEHOLD MEMBERS 18 YEAR must sign all forms!! Move -In Date	S & OLDER== Everyon	-	<u>age</u> JDIT	Initials	Date completed.	
Dwelling Lease		A				
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 Contac	ct				
Notice to Request A Reasonable Accommodation	<u> </u>				-	
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, Pen	sions. Retirement					
Benefits, Self emp., Un-emp., Child Support, Cash Suppo		ome				
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 Assista						
Authorization for Release of Police Record (Bac	• •					
Authorization for Release of Information/Privac 9886)	y Act Notice (HUD	•				
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

Smoke Free Policy Smoke Detector Policy Tenant Smoke Detector Agreement Form Smoke Detector/Carbon Monoxide Detector Policy Housekeeping and Maintenance Standards Policy Wolence Against Women Act Amendments of 2005 Policy Bedbug Infestation Policy Wolence Against Women Act Amendments of 2005 Policy Bedbug Infestation Policy Wolence Against Women Act Amendments of 2005 Policy Bedbug Infestation Policy Wolence Against Women Act Amendments of 2005 Policy Bedbug Infestation Policy (VTG, RT, and PP) Parking Violation and Towing Vehicle Policy Parking Violation and Towing Vehicle Policy Swimming Pools, Outside Furniture/Grills, Antennas, Tents, Basketball Goals and TV Satellite Systems Policy Outdoor Trash and Litter Policy Barbeque Grill Policy Wandalism Policy Community Services Requirements Policy Community Services Requirements Policy Community Services Requirements Policy Assistance Animal Policy Community Commondation Policy Reasonable Accommodation Policy Community Commondation Policy Lock-out Policy Community Community Community Community Policy Lock Change Policy Re-Payment Agreement Policy Re-Payment Agreement Policy Community Rules (VTG, RT, and PP) Use of Community Policy Community Policy <th colspan="3">Signed Policies</th>	Signed Policies		
Smoke Detector Policy Image: Comparison of the sector Agreement Form Smoke Detector/Carbon Monoxide Detector Policy Image: Comparison of the sector Policy Housekeeping and Maintenance Standards Policy Image: Comparison of the sector Policy Housekeeping and Maintenance Standards Policy Image: Comparison of the sector Policy Bedbug Infestation Policy Image: Comparison of the sector Policy Bedbug Infestation Policy Image: Comparison of the sector Policy Vehicle/Parking Policy (VTG, RT, and PP) Image: Comparison of the sector Policy Parking Violation and Towing Vehicle Policy Image: Comparison of the sector Policy Reserved Parking Image: Comparison of the sector Policy Quidoor Trash and Litter Policy Image: Comparison of the sector Policy Vandalism Policy Image: Comparison of the sector Policy Community Services Requirements Policy Image: Comparison of the sector Policy Resonable Accommodation Policy Image: Comparison of the sector Policy Re-Paymen	Rent Collection Policy		
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Community Rules (VTG, RT, and PP) Use of Community Policy	Re-Payment Agreement Policy		
Use of Community Policy	Pet Policy		
	Community Rules (VTG, RT, and PP)		
Work Activity Policy	Use of Community Policy		
	Work Activity Policy		



