

## DHAP- Sandy Checklist of Documents in Tenant File

PHA Name \_\_\_\_\_ Date \_\_\_\_\_  
 Head of Household \_\_\_\_\_  
 Family's PHA Contact \_\_\_\_\_ Initial Unit  New Unit

**QUALITY CONTROL Documentation:**                      Date      PHA Comments/Updates

File Checklist	Date	PHA Comments/Updates
Initial DIS Lease Record Print Out		
Housing Assistance Payment Register		

**FAMILY INFORMATION:**                                      Date      PHA Comments/Updates

*Family Obligation Form	Date	PHA Comments/Updates
*Privacy Act Notice (FEMA/HUD Form)		
Copies of Identification Documents		
FEMA Initial Casework Documents		
DCM Firm and Contact Information		

**LEASE AND DRSC DOCUMENTS:**                      Date      PHA Comments/Updates

*DRSC (DRSC- Part A, B, C- Lease Addendum)	Date	PHA Comments/Updates
*Lease Agreement (Landlord/Tenant Lease)		
Security/Utility Deposit Assistance Documents		
Request for Tenancy Approval		

**INSPECTION AND UNIT:**                                      Date      PHA Comments/Updates

*Unit Inspection Report (Full or Limited)	Date	PHA Comments/Updates
Landlord W-9/Proof of Ownership		
Lead Based Paint Disclosure		

**DIFFERENTIAL RENT & CONTINUED ASSISTANCE:**      Date      PHA Comments/Updates

*OMB Form 1660-0061 (FEMA Form 010-0-12)	Date	PHA Comments/Updates
*Continued Assistance Certification (DCM )		
** CAD Calculations/Subsidy Worksheet		
**Income Documents		
Utility Allowance Schedule		
Continued Assistance Determination Notice		

**END OF PARTICIPATION DOCUMENTS:**                      Date      PHA Comments/Updates

**Termination Notice	Date	PHA Comments/Updates
**Appeal Documents		
**Return of Deposit Notices		
**FEMA Declaration of Housing Self-Determination		
Notice to Vacate/Vacancy Payment Documents		
Related Correspondence		

**MISCELLANEOUS SUPPORTING DOCUMENTS:**      Date      PHA Comments/Updates

	Date	PHA Comments/Updates

\*These documents are REQUIRED. \*\*These documents are REQUIRED if applicable.

NOTE: DHAP-Sandy tenant files must remain available for 3 years after program close-out. Please note Section 4.t of the DHAP-Sandy Operating Requirements for full guidance regarding record keeping.