MSHDA
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

811 PRA Tenant File Outline

Group 1 – Application and Eligibility Documents

Application and referral info, screening, eligibility, income verifications and release of information (Provided by either DHHS or the Service Coordinator)	Credit/Criminal Background History Reports (Per site-specific TSP) Sex Offender Screening
EIV Existing Tenant Search Report	Social Security Number Verification
Age Verification	Reasonable Accommodation Forms, if applicable
All additional forms which were optional for tenant	Disability Verification--Provided by DHHS

Group 2 – Lease Documents

811 PRA HUD Model Lease	Lease Addendums (VAWA)
Live-In Aide and Service Pet docs	

Group 3 – Move-In Documents

Move-In 50059 & Verifications	Initial HUD 9887/9887-A
EIV 90 Day Income Report & Summary Report showing all current household members as Verified	

Group 4 – Inspections

HUD 90106-Move In Inspection Form or Waiver	Annual UPCS Inspections

Group 5 – Recertification (use a divider between each certification)

Recertification Notices	Executed 50059/50059-A & Verifications
HUD 9887/9887-A	EIV reports Summary, Income, and Income Discrepancy
Annual Acknowledgement of Receipt of Resident Rights and Responsibilities, HUD Fact Sheet How Rent is Determined, 9887/9887-A HUD Fact Sheet and EIV & You Brochure	