|  |  |
| --- | --- |
| **Administrator:**  | **Contract/RSP Number:**  |
| **Beneficiary Name:**  | **Project Number:**  |
| **Project Address:**  |
| **LEFT SIDE** **File documents in sequential order** | **Source** | **In****File** | **Submission Requirement** |
|  |  |  | **Traditional Setup** | **Preliminary Approval**  |
| 1 | TBRA External Setup Checklist  | TDHCA Form  | [ ]  | Retain in Project File  |
| 2 | Copy of environmental clearance email (Retain all environmental support docs in separate Environmental Review Record file)  | TDHCA  | [ ]  | Setup Packet  | Household Approval Packet   |
| 3 | Environmental clearance documentation   | Administrator  | [ ]  | Submit to TDHCA as required   |
| 4 | Intake Application   | TDHCA Form  | [ ]  | Setup Packet  | Household Approval Packet   |
| 5 | Supplement to the Intake Application | TDHCA Form  | [ ]  | Setup Packet  | Household Approval Packet   |
| 6 | Household Income Certification (HIC)  | TDHCA Form  | [ ]  | Setup Packet  | Household Approval Packet   |
| 7 | Income and asset verification Forms, as needed  | TDHCA Form  | [ ]  | Setup Packet  | Household Approval Packet   |
| 8 | Income and asset documentation  | Beneficiary   | [ ]  | Setup Packet   | Household Approval Packet   |
| 9 | Release and Consent  | TDHCA Form  | [ ]  | Retain in Project File  |
| 10 | Verification of Disability (PWD set-aside only)  | TDHCA Form  | [ ]  | Setup Packet  | Household Approval Packet |
| 11 | Section 8 HCV Wait List Verification, if applicable   | Beneficiary   | [ ]  | Setup Packet   | Household Approval Packet   |
| 12 | Maximum Estimated Subsidy Worksheet | TDHCA Form  | [ ]  | N/A | Household Approval Packet   |
| 13 | Conflict of Interest Documents (if applicable)   | TDHCA Form  and Administrator  | [ ]  | Setup Packet  | Household Approval Packet   |
| 14 | Approval/denial letter to applicant  | Administrator  | [ ]  | Retain in Project File  |
| 15 | Certification of Eligibility  | TDHCA Form  | [ ]  | Retain in Project File  | Unit Approval Packet  |
| 16 | Self-sufficiency contract   | Administrator  | [ ]  | Retain in Project File  |
| 17 | TBRA Certification of Principal Residence   | TDHCA Form  | [ ]  | Retain in Project File  |
| 18 | Request for Unit Approval   | TDHCA Form  | [ ]  | Retain in Project File  |
| 19 | Total Tenant Payment Worksheet  | TDHCA Form  | [ ]  | Setup Packet  | Unit Approval Packet  |
| 20 | Utility Allowance Worksheet  | Administrator  | [ ]  | Setup Packet  | Unit Approval Packet  |
| 21 | Rental Coupon Contract   | TDHCA Form  | [ ]  | Setup Packet  | Unit Approval Packet  |
| 22 | Lease Executed by Tenant and Landlord   | Beneficiary   | [ ]  | Setup Packet  | Unit Approval Packet  |
| 23 | Lease Addendum   | TDHCA Form  | [ ]  | Setup Packet  | Unit Approval Packet  |
| 24 | Utility Deposit Support Documentation  | Administrator  | [ ]  | Setup Packet  | Unit Approval Packet  |
| 25 | HQS Inspection Form 52580  | Hud.gov  | [ ]  | Setup Packet  | Unit Approval Packet  |
| 26 | Household Commitment Contract (HCC)   | TDHCA  | [ ]  | Separate Attachment to Project Activity   |
| 27 | Recertification/Revision Packet(s) | Administrator  | [ ]  | Submitted Packet(s)  |
| **RIGHT SIDE** **File documents in sequential order** | **Source** | **In****File** | **Submission Requirement** |
| 1 | Receipt of Lead-Based Paint Notification   | TDHCA Form  | [ ]  | Retain in Project File  |
| 2 | Tenant complaint regarding HQS and verification of correction (if applicable)   | Beneficiary   | [ ]  | Retain in Project File  |
| 3 | Notification of change in rent payment    | Beneficiary   | [ ]  | Retain in Project File  |
| 4 | Termination Notice with reason and date   | Administrator  | [ ]  | Retain in Project File  |
| 5 | Rent Reasonableness determination(s)   | Administrator  | [ ]  | Retain in Project File   |
| 6 | Soft cost support documentation   | Administrator  | [ ]  | Draw Packet  |
| 7 | Subsidy payment support documentation | Administrator  | [ ]  | Retain in Project File   |

**ALWAYS KEEP A COPY OF DOCUMENTS SUBMITTED TO TDHCA.**

*Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.*

|  |  |  |
| --- | --- | --- |
|  | **Texas Department of Housing and Community Affairs**Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.texas.gov Web: www.tdhca.texas.gov | Eq Hsng logo transparant |