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| --- | --- | --- | --- | --- | --- | --- |
| **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.*

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