

GENERAL FUND DOCUMENTATION REQUIRED FOR LONG-TERM MONITORING



Documentation Needed

- Rent roll that should include, but is not limited to, detailed tenant information such as:
 - Name
 - Address
 - Move-in date
 - Number of Household members
 - Scheduled rent
 - Amount of utility allowance or rent subsidy
 - Number of bedrooms
- Income verification documents in accordance with the Bank's income move-in eligibility guidelines (the Bank selects a sample of households)
- Current leases for the sample units should include, but are not limited to:
 - Name
 - Unit number
 - The tenant paid portion of the rent
- Housing For Homeless Householders Certification for shelters for homeless and victims of domestic violence (where 100% of the units are reserved for shelters for homeless and victims of domestic violence)

Note: This is in lieu of move-in income verification and current leases for the sampled units

Other documents may be requested at the Bank's discretion.