



PROJECT FILE DOCUMENTATION CHECKLIST

Tenant-Based Rental Assistance (TBRA)

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	PRWORA Household Status Verification Form	TDHCA Form	☐	Setup Packet	Household Approval Packet
11	PRWORA SAVE Verification Response – If applicable	SAVE System	☐	Setup Packet	Household Approval Packet
12	Verification of Disability (PWD set-aside only)	TDHCA Form	☐	Setup Packet	Household Approval Packet
13	Section 8 HCV Wait List Verification, if applicable	Beneficiary	☐	Setup Packet	Household Approval Packet
14	Maximum Estimated Subsidy Worksheet	TDHCA Form	☐	N/A	Household Approval Packet
15	Conflict of Interest Documents (if applicable)	TDHCA Form and Administrator	☐	Setup Packet	Household Approval Packet
16	Approval/denial letter to applicant	Administrator	☐	Retain in Project File	
17	Certification of Eligibility	TDHCA Form	☐	Retain in Project File	Unit Approval Packet
18	Self-sufficiency contract	Administrator	☐	Retain in Project File	
19	TBRA Certification of Principal Residence	TDHCA Form	☐	Retain in Project File	

PROJECT FILE DOCUMENTATION CHECKLIST

Tenant-Based Rental Assistance (TBRA)

20	Request for Unit Approval	TDHCA Form	☐	Retain in Project File	
21	Total Tenant Payment Worksheet	TDHCA Form	☐	Setup Packet	Unit Approval Packet
22	Utility Allowance Worksheet	Administrator	☐	Setup Packet	Unit Approval Packet
23	Rental Coupon Contract	TDHCA Form	☐	Setup Packet	Unit Approval Packet
24	Lease Executed by Tenant and Landlord	Beneficiary	☐	Setup Packet	Unit Approval Packet
25	Lease Addendum	TDHCA Form	☐	Setup Packet	Unit Approval Packet
26	Utility Deposit Support Documentation	Administrator	☐	Setup Packet	Unit Approval Packet
27	HQS Inspection Form 52580 or NSPIRE Checklist	Hud.gov	☐	Setup Packet	Unit Approval Packet
28	Household Commitment Contract (HCC)	TDHCA	☐	Separate Attachment to Project Activity	
29	Recertification/Revision Packet(s)	Administrator	☐	Submitted Packet(s)	
30	TBRA 60 Month Exception Checklist, if applicable	TDHCA Form	☐	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 78711
 Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.texas.gov Web: www.tdhca.texas.gov

