



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	<input type="checkbox"/>	Retain in Project File	
2	Copy of environmental clearance email <small>(Retain all environmental support docs in separate Environmental Review Record file)</small>	TDHCA	<input type="checkbox"/>	Setup Packet	Household Approval Packet
3	Environmental clearance documentation	Administrator	<input type="checkbox"/>	Submit to TDHCA as required	
4	Intake Application	TDHCA Form	<input type="checkbox"/>	Setup Packet	Household Approval Packet
5	Supplement to the Intake Application	TDHCA Form	<input type="checkbox"/>	Setup Packet	Household Approval Packet
6	Household Income Certification (HIC)	TDHCA Form	<input type="checkbox"/>	Setup Packet	Household Approval Packet
7	Income and asset verification Forms, as needed	TDHCA Form	<input type="checkbox"/>	Setup Packet	Household Approval Packet
8	Income and asset documentation	Beneficiary	<input type="checkbox"/>	Setup Packet	Household Approval Packet
9	Release and Consent	TDHCA Form	<input type="checkbox"/>	Retain in Project File	
10	Verification of Disability (PWD set-aside only)	TDHCA Form	<input type="checkbox"/>	Setup Packet	Household Approval Packet
11	Section 8 HCV Wait List Verification, if applicable	Beneficiary	<input type="checkbox"/>	Setup Packet	Household Approval Packet
12	Maximum Estimated Subsidy Worksheet	TDHCA Form	<input type="checkbox"/>	N/A	Household Approval Packet
13	Conflict of Interest Documents (if applicable)	TDHCA Form and Administrator	<input type="checkbox"/>	Setup Packet	Household Approval Packet
14	Approval/denial letter to applicant	Administrator	<input type="checkbox"/>	Retain in Project File	
15	Certification of Eligibility	TDHCA Form	<input type="checkbox"/>	Retain in Project File	Unit Approval Packet
16	Self-sufficiency contract	Administrator	<input type="checkbox"/>	Retain in Project File	
17	TBRA Certification of Principal Residence	TDHCA Form	<input type="checkbox"/>	Retain in Project File	
18	Request for Unit Approval	TDHCA Form	<input type="checkbox"/>	Retain in Project File	
19	Total Tenant Payment Worksheet	TDHCA Form	<input type="checkbox"/>	Setup Packet	Unit Approval Packet



PROJECT FILE DOCUMENTATION CHECKLIST

Tenant-Based Rental Assistance (TBRA)

20	Utility Allowance Worksheet	Administrator	<input type="checkbox"/>	Setup Packet	Unit Approval Packet
21	Rental Coupon Contract	TDHCA Form	<input type="checkbox"/>	Setup Packet	Unit Approval Packet
22	Lease Executed by Tenant and Landlord	Beneficiary	<input type="checkbox"/>	Setup Packet	Unit Approval Packet
23	Lease Addendum	TDHCA Form	<input type="checkbox"/>	Setup Packet	Unit Approval Packet
24	Utility Deposit Support Documentation	Administrator	<input type="checkbox"/>	Setup Packet	Unit Approval Packet
25	HQS Inspection Form 52580 or NSPIRE Checklist	Hud.gov	<input type="checkbox"/>	Setup Packet	Unit Approval Packet
26	Household Commitment Contract (HCC)	TDHCA	<input type="checkbox"/>	Separate Attachment to Project Activity	
27	Recertification/Revision Packet(s)	Administrator	<input type="checkbox"/>	Submitted Packet(s)	
28	TBRA 60 Month Exception Checklist, if applicable	TDHCA Form	<input type="checkbox"/>	Submitted Packet(s)	
RIGHT SIDE File documents in sequential order		Source	In File	Submission Requirement	
1	Receipt of Lead-Based Paint Notification	TDHCA Form	<input type="checkbox"/>	Retain in Project File	
2	Tenant complaint regarding HQS and verification of correction (if applicable)	Beneficiary	<input type="checkbox"/>	Retain in Project File	
3	Notification of change in rent payment	Beneficiary	<input type="checkbox"/>	Retain in Project File	
4	Termination Notice with reason and date	Administrator	<input type="checkbox"/>	Retain in Project File	
5	Rent Reasonableness determination(s)	Administrator	<input type="checkbox"/>	Retain in Project File	
6	Soft cost support documentation	Administrator	<input type="checkbox"/>	Draw Packet	
7	Subsidy payment support documentation	Administrator	<input type="checkbox"/>	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

