

**AFFIRMATIVE MARKETING, TENANT SELECTION
AND LEASE COMPLIANCE CHECKLIST
(PJ should complete and place in project file)**

PROJECT NAME: _____ **DATE:** _____

ADDRESS: _____ **REPORTING PERIOD:** _____

	IN COMPLIANCE? (Y OR N)	COMMENTS
AFFIRMATIVE MARKETING		
<ul style="list-style-type: none"> • Adhered to PJ policy and procedures 		
TENANT SELECTION		
<ul style="list-style-type: none"> • Maintains a written tenant selection policy • Followed the written tenant selection policy • Properly determined tenant income eligibility (including reviewing source documentation) • Did not refuse to lease to Section 8 Certificate or Voucher holders or households with comparable assistance 		
LEASES		
<ul style="list-style-type: none"> • Length = at least one year • Leases do <u>NOT</u> contain the prohibited provisions (listed in 92.253) • Termination of tenancy or refusal to renew leases preceded by 30-day notice specifying grounds for such action 		