

TENANT FILE CHECKLIST AT RECERTIFICATION

Required Notices (Ensure copies are placed in file)

- First reminder notice sent at least 120 days prior to re-certification date.
Date sent_____.
- Second reminder notice sent at least 90 days prior to re-certification date.
Date sent_____.
- Third/Final reminder notice sent at least 60 days prior to re-certification date.
Date sent_____.
- Notice of Termination of Assistance for failure to re-certify.
Date sent_____.

Required Forms

- EIV Brochure
- Acknowledgment of receipt of the *FACT OF SHEETS for HUD* assisted residents signed by the resident.
- Acknowledgement of receipt of the *Residents Rights and Responsibilities* brochure signed by the resident.
- Acknowledgement of receipt of the *HUD-9887 Fact Sheet* signed by the resident.
- Notice and Consent to the Release of Information (9887 & 9887A) signed and dated by each member of household over age 18 and management agent.
- Family summary
- 92006 Form
- Criminal/Sex Offender Form

Verifications of 50059

- Disposal of Assets form
- Certifications/Recertification Questionnaire completed and signed by all household members over the age of 18.
- 3rd party verifications for all household income. *
- 3rd party verifications for all household assets and income produced from assets. *
- Zero income questionnaire renters (if applicable) *
- 3rd party verifications for all medical expenses (if applicable) *
- 3rd party verifications on child care expenses (if applicable) *
- Proof of student status for children over the age of 18 (if full time).
- EIV Income & Discrepancy Report

*See appendix 15 of the updated HUD 4350.3 for required wording on 3rd party verifications.

Current 50059

- Notification of Rent Increase resulting from Recertification (30-day notice of rent increase)
- Initial (1yr) notice of re-certification signed by each resident over age 18.
- Current 50059 with effective date, including Privacy Act Statement with Tenant and Owner Certification.
- Current 50059 signed and dated by each member of household over the age of 18 (must be signed on or before the effective date)
- Current 50059 signed and dated by management agent (must be signed on or before the effective date)
- Correct income limits are being used, including 30% (extremely low income ELI).

Annual Inspection Completed

Annual Recertification Effective Date: _____

**3rd party verification includes original documents from Financial Institution*

