

File Checklist

- Lease Amendment Letter
- Notice of Rent Change
- All Recertification Notices Provided to the tenant
- EIV Reports
 - Summary Report
 - Income Report and Discrepancy Report
 - Documentation of EIV discrepancies
 - Repayment Agreements, if applicable
- Interview Checklist/ Recertification Questionnaire, if applicable
- All HUD Form 50059s processed within the last 12 months, including GR HUD Form 50059
- Earned Income Verification Forms
- Unearned Income Verification Forms (Social Security, etc.)
- Assets Verifications
- Verification of Medical, Disability and Childcare expenses.
- Disposition of Assets Certification for all adult family members
- Verification of Student Status, if applicable. (Tuition costs and money received).
- HUD Form 9887 and 9887A Notice and Consent for the Release of Information (02/2007)
- Lead Based Paint Disclosure and Documents (if applicable)
- Acknowledgement of Receipt of following documents:
 - Lead base paint, if applicable
 - Resident Rights & Responsibilities
 - EIV & You Brochure
 - Fact Sheet on How Your Rent is Determined
- Zero Income Certification, if applicable

Application

- Original Application for Occupancy (Pre-Application, if applicable)
- Supplement to Application for Federally Assisted Housing (Form HUD-92006)
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Required for Each Adult Household Member

- Race and Ethnic Data Reporting (Form HUD-27061-H)
- Tenant Declaration of Citizenship
 - SAVE documentation for all non-citizen family members (if applicable) along with Permanent Resident card.
 - Verification of Birth
 - Verification of Social Security Number

Applicant Screening Criteria

EIV Existing Tenant Search each applicant and applicant household member
(Applicable to move-ins after January 31, 2010)

EIV Multiple Subsidy Report

EIV Summary Report to Validate SS#

EIV 90-day Income Report for New Tenants

- State lifetime sex offender registration check
- Drug-related or criminal activity criteria.
- Prior landlord verification (if applicable)
- Credit report (if applicable)
- Elderly household verification (if applicable)
- Other Screening, if applicable
- Third-party disabled household verification from a doctor or other healthcare professional (if applicable)
- Third-party student status verification for all adult full-time students (if applicable)

Move-In/initial HUD-50059

- HUD Form 50059

Lease:

- Initial Lease
 - Current Lease
 - Unit Transfer Lease (if applicable)
 - All Lease Attachments
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Inspections:

- Most recent Inspection (if applicable)
 - Unit Transfer Inspection (if applicable)
 - Move-In Inspection
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Other:

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