

Initial Certification File Contents Checklist

(This form is used to review the first certification on the family)

Tenant ID:	Application Date:
Participant Name:	Signed and Dated By all Parties:
Address:	Application Status Letter:

Authorization for the Release of Information/Privacy Act Notice (HUD-9886)	
Personal Declaration: (signed by all family members over the age of 18)	
Citizenship 214 Forms (For all Family members)	
Colorado Bureau of Investigation Verification How are CBI reports discarded:	Date approved:
Copies of Social Security Card: (For all family members over the age of six)	
Application Selection Criteria Verification Preference:	
Briefing Packet Lead-Based Paint Acknowledgement - Date signed:	
Lead Based Paint Landlord Form:	signed and dated:

Income/Assets/Expense Verification Documentation

	Income	Assets	expenses
3 rd Party Verifications:			
Total:			

Voucher-Housing Choice Voucher Program (HUD 52646)

Is the voucher accurate and signed by all:	
Date funding issued:	
Date of move in:	
Was lease up date within 60 days:	
What is the bedroom size of the voucher:	
Is the unit size the same as voucher:	

Utility Allowance Worksheet (HUD52667)

Utility	Type	Paid by O/F	Tenant Expense
Heat			
Cooking			
Other Electrical			
Water Heater			
Water			
Sewer			
Trash			
Range.			
Refrigerator			
Total			

Request For Tenancy Approval (HUD52517)

(Cross check with utility allowance to ensure utility breakdown is correct)

Unit size:	
Total Utility Allowance / Calculated Correctly:	
Does the utility allowance on the HAP contract match the request for Tenancy Approval:	
Does the utility allowance on the lease the 50058:	

Lease

Effective Date:

Rent Reasonableness What was used to determine:	Is it accurate:
Housing Assistance Payments Contract (HUD 52641) (Cross check date of contract and lease do they match)	Effective Date:
Tenancy Addendum (HUD 52641-A)	Effective Date:
Signed by the Landlord & Family prior to inspection:	
Applicant/Tenant Certification:	Signed and Dated
Does the Utility Allowance on lease match 50058:	

HQS Inspection

Date of HQS inspection:	
Date of Building:	
Date contract signed:	
Passed before effective date:	
HQS documented and complete	

Family Report (50058)

Number of persons in household:	
Number of dependents in household:	
What is the FMR/Payments Standard:	
Is the FMR/Payment Standard Correct:	
What method is being used to calculated the 50058:	

Gross Family Income Reports on 50058/HAP Register

Total Family Income:	
Cross check with CUBS:	
Is annual income from all sources calculated on an income worksheet:	
Total asset amount	
Adjusted Family income:	
Total allowance amount:	
Are allowances being calculated correctly:	
TTP:	
Gross Rent:	
Was rent calculated correctly based on information given:	
HAP Payment amount:	
Does it match 50058:	
Does the Hap payment and the Family rent = the Hap Register:	

W-9 for Landlord/W-9 for Tenant (if needed)_____

File Contents Check List_____

Comments:

**MOST RECENT CERTIFICATION
FILE CONTENTS CHECK LIST**
(This for is used to check most recent certification)

the family stayed in place

the family moved

Tenant ID:	Application Date:
Participant Name:	Signed and Dated By all Parties:
Address:	Notice of Annual Certification Letter HQS Inspection Date:

Authorization for the Release of Information/Privacy Act Notice (HUD-9886)	
Personal Declaration: (signed by all family members over the age of 18)	
Is there a different family composition from the initial lease up:	
Are there updated personal declarations in file:	

Citizenship 214 Forms (For all Family members)	
Colorado Bureau of Investigation Verification How are CBI reports discarded:	Date approved:
Copies of Social Security Card: (For all family members over the age of six)	
Application Selection Criteria Verification Preference:	
Briefing Packet Lead-Based Paint Acknowledgement - Date signed:	
Lead Based Paint Landlord Form:	signed and dated:

Income/Assets/Expense Verification Documentation

	Income	Assets	expenses
3 rd Party Verifications:			
Total:			

Voucher-Housing Choice Voucher Program (HUD 52646)

Is the voucher accurate and signed by all:	
Date funding issued:	
Date of move in:	
Was lease up date within 60 days:	
What is the bedroom size of the voucher:	
Is the unit size the same as voucher:	

Utility Allowance Worksheet (HUD52667) - **WITH MOVE**

Utility	Type	Paid by O/F	Tenant Expense
Heat			
Cooking			
Other Electrical			
Water Heater			
Water			
Sewer			
Trash			
Range.			
Refrigerator			
Total			

Request For Tenancy Approval (HUD52517)

(Cross check with utility allowance to ensure utility breakdown is correct)

Unit size:	
Total Utility Allowance / Calculated Correctly:	
Does the utility allowance on the HAP contract match the request for Tenancy Approval:	
Does the utility allowance on the lease the 50058:	

Lease – WITH MOVE

Effective Date:

Rent Reasonableness	Is it accurate:
Housing Assistance Payments Contract (HUD 52641) (Cross check date of contract and lease do they match)	Effective Date:
Tenancy Addendum (HUD 52641-A)	Effective Date:
Tenant Certification:	Signed and Dated
Does the Utility Allowance on Lease match the Request For Tenancy Approval:	
Does the Utility Allowance on lease match 50058:	

Lease – WITHOUT A MOVE

Rent Change Letter to Tenant	
Contract/Lease Amendment	Effective Date:
Tenant Certification	
Landlord Rent Increase Request	
Rent Reasonableness:	

HQS Inspection

Date of HQS inspection:	
Date of Building:	
Date contract signed:	
Passed before effective date:	
HQS documented and complete	

Family Report (50058)

Number of persons in household:	
Number of dependents in household:	
What is the FMR/Payments Standard:	
Is the FMR/Payment Standard Correct:	
What method is being used to calculated the 50058:	

Gross Family Income Reports on 50058/HAP Register

Total Family Income:	
Cross check with CUBS:	
Is annual income from all sources calculated on an income worksheet:	
Total asset amount	
Adjusted Family income:	
Total allowance amount:	
Are allowances being calculated correctly:	
TTP:	
Gross Rent:	
Was rent calculated correctly based on information given:	
HAP Payment amount:	
Does HAP payment register match 50058:	
Does it match the lease amendment:	

Annual Review

Annual Certification:	Effective date:
Date of last annual certification:	
Are annual reviews being done in a timely manner (within a 12 month period)	

W-9 for Landlord/W-9 for Tenant (if needed)_____

File Contents Check List_____

Comments: