

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

- Acknowledgment of receipt of the *FACT SHEETS for HUD assisted residents* signed by the resident
- Acknowledgment of receipt of the *Residents Rights and Responsibilities brochure* signed by the resident
- Acknowledgment 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.

Verifications of 50059

- Disposal of Assets form.
- Certification/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.
- Statement of Survival for Zero Income 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).

*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 (1 year) 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 eff. 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).
- Drug Free Lease Addendum

- Annual Inspection Completed

Annual Recertification Effective Date: _____

