

HUD ANNUAL RECERTIFICATION CHECKLIST

PROPERTY: _____

UNIT: _____

TENANT: _____

EFFECTIVE DATE: _____

The following forms must be signed by the head of Household and all members who will be 18 on the effective date.

- ☐ Household Questionnaire (Date and Time Received)
- ☐ Release of Information – 9887 & 9887A forms
- ☐ Annual Student Certification
- ☐ Divestiture of Assets
- ☐ Family Summary Worksheet
- ☐ HUD Acknowledgement and Acceptance Form
- ☐ Drug Free Housing Agreement
- ☐ Emergency Contact Form
- ☐ Certification Tracking Sheet

Resident Handouts

- ☐ Rules & Regulations
 - ☐ HUD Residents Rights & Responsibilities
 - ☐ HUD Fact Sheet – 4 pages
 - ☐ HUD-9887/A Fact Sheet
 - ☐ Fraud – Is It Worth It? Form HUD-1141
 - ☐ EIV & You Brochure
- Resident must receive these and sign the HUD Acknowledgment and Acceptance Form.

Supporting Verifications

- ☐ Income: Social Security is verified through EIV, _____
- ☐ Assets: _____
- ☐ Child/Day Care Expense: (If Applicable) _____
- ☐ Medical Expense: (If Applicable) _____

RETURN ALL FORMS INCLUDING THIS CHECKLIST IN THE ORDER OF THE CHECKLIST