

HUD 811 PROGRAM PROPERTY FILE CHECKLIST

Section One: Application & Eligibility/Permanent Information.

Lease Confirmation Form (01)
Correspondence in chronological order with most recent on top
Lease infractions, court documentation
Completed application with date and time received by Owner/Agent indicated.
DCA Referral Form
HUD form 92006 Emergency Contact Form (02)
Family Summary Sheet (03)
Race and Ethnicity Declaration completed by each household member (04)
Handicap/Disability Verification (05)
Copy of Social Security card for all members (or acceptable alternative per Appendix 3)
Copy of birth certificates/photo IDs for all members (or acceptable alternative per Appendix 3)
For all adult members: Credit and Criminal Background Checks to include lifetime sex offender registration requirement
Prior Landlord Verification for all adult members
Proof of Security Deposit
Consent to run criminal screening and authorized release of information
Additional Reasonable Accommodation Information (General Reasonable Accommodation Request, Live In Aid Request, Additional Room for Equipment Letter from Physician, etc.)

Section Two: Leases

Current Lease and or Amendment (security deposit listed on it) with the signed VAWA behind it, House Rules, Pet Rules, signed Pet Addendum and pet documentation if applicable, and any other lease addendums required by the Owner/Agent.
Subsequent Lease(s) (security deposit listed on it) with the signed VAWA behind it, House Rules, Pet Rules, signed Pet Addendum and pet documentation if applicable, and any other lease addendums required by the Owner/Agent.
Original Lease (security deposit received listed on it) with the signed VAWA behind it, House Rules, Pet Rules, signed Pet Addendum and pet documentation if applicable, and any other lease addendums required by the Owner/Agent

Section Three: Inspections

Move Out Checklist/Inspection with Security Deposit Disposition sent after MO (08)
Maintenance/Work Orders
Each annual inspection on top in chronological order with the oldest on the bottom.
Move In Checklist/Inspection (08)

Section Four: Move In Certification/Permanent Information

Owner Certification of Compliance with HUD Tenant Eligibility and Rent Procedures (50059) (09)
Income/Rent Calculation Form (10)
Income Documentation, Third Party Verifications
Asset Documentation, Third Party Verifications
Medical/Child Care Expense Documentation, Third Party Verifications
Student Status Certification (11)
HUD 9887/9887A for all adult members (12)

Section Four: Move In Certification/Permanent Information (Continued)

	Acknowledgement of receipt of: <ul style="list-style-type: none"> • Residents Rights and Responsibilities Brochure (12a) • FACT Sheet – How Your Rent is Determined (12b and c) • EIV & You Brochure (12d) • 9887/9887-A Fact Sheet (12) • VAWA Notice (Form HUD-5380) (12e) • VAWA Certification (Form HUD-5382) (12f)
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Section Five: EIV Information

	EIV Cover Sheet
	EIV Income and Income Discrepancy Reports for: <ul style="list-style-type: none"> • Move-In Certification transmission to TRACS within 90 days of move in • Each time an income change is reported • Each time a member of the household is added or removed (18+ only) • Each annual recertification
	EIV Existing Tenant Search run prior to MI date for all HH members
	EIV Summary Report(s) until such time as each household member has a status of “verified”
	EIV Consent Form signed by all adult members (13)

Note: EIV Detail Reports: If you have any Failed Verification Reports, Multiple Subsidy Reports, Deceased Tenants Reports, New Hires Reports retain the “detail” reports with any discrepancy resolutions in the resident file with the most recent 50059 or the Interim 50059 that resulted.

For properties that are also layered with Low Income Housing Tax Credit, compliance reviewers for the tax credit program cannot view EIV Income Reports. Therefore, owners must have a mechanism for removing EIV income information from the files prior to a tax credit compliance review.

Section Six: Annual/Interim/Gross Rent Certifications

It helps to separate each certification with a sheet of colored paper listing type of cert and date

	Updated Owner Certification of Compliance with HUD Tenant Eligibility and Rent Procedures (50059) (09)
	Income/Rent Calculation Form (10)
	Income Documentation, Third Party Verifications
	Asset Documentation, Third Party Verifications
	Medical/Child Care Expense Documentation, Third Party Verifications
	Student Status Certification (11)
	HUD 9887/9887A for all adult members (12)
	Acknowledgement of receipt of: <ul style="list-style-type: none"> • Residents Rights and Responsibilities Brochure (12a) • FACT Sheet – How Your Rent is Determined (12b and c) • EIV & You Brochure (12d) • 9887/9887-A Fact Sheet (12) • VAWA Notice (Form HUD-5380) (12e) • VAWA Certification (Form HUD-5382) (12f)
	60 Day Third Reminder Notice, if applicable.
	90 Day Second Reminder Notice, if applicable.
	120 Day First Reminder Notice.

ABSOLUTELY NO VAWA RELATED DOCUMENTATION SHOULD BE MAINTAINED IN A STANDARD TENANT FILE. THIS INFORMATION MUST BE MAINTAINED IN A SEPARATE, SECURED FILE WITH LIMITED STAFF ACCESS.



Documents to support the addition of a new HH member

	Completed application for newest household member (18+) with date and time received by Owner/Agent indicated.
	HUD form 92006 Emergency Contact Form
	Family Summary Sheet.
	Race and Ethnicity Declaration completed by each household member.
	Handicap/Disability Verification (if applicable)
	Copy of Social Security card for all members (or acceptable alternative per Appendix 3)
	Copy of birth certificates/photo IDs for all members (or acceptable alternative per Appendix 3)
	For all adult members: Credit and Criminal Background Checks to include lifetime sex offender registration requirement
	Prior Landlord Verification for all adult members
	Proof of Security Deposit
	Consent to run criminal screening and authorized release of information
	Additional Reasonable Accommodation Information (General Reasonable Accommodation Request, Live In Aid Request, Additional Room for Equipment Letter from Physician, etc.)

Documents to support the removal of a HH member

	Name of removed HH member and date of removal:
	If member being removed was the Head of Household, provide the name of the newly promoted Head of Household (must be an existing member of the household, prior to this certification action.)

HUD 811 PROGRAM

SAMPLES OF ACCEPTABLE TENANT PROVIDED VERIFICATION DOCUMENTS

Chapter 3 and *Appendix 3 of HUD Handbook 4350.3, Rev-1, Change 4* allow residents to provide, within 120 days of the date it was generated by the source, verification documents for owners to use in the recertification process.

The following list details what types of verification documents can be provided.

Assets (not an all-inclusive list)

Checking account(s)	<p>Full copies of the last 6 checking account statements.</p> <ul style="list-style-type: none"> If the account has not yet been open for 6 months, bring full copies of ALL statements and bank papers/documentation from opening account. If account was closed since last recert, bring in documentation of closure.
Savings account(s)	<p>Full copy of the current savings account statement.</p> <ul style="list-style-type: none"> If account was closed since last recert, bring in documentation of closure.
Retirement asset account(s), 401k, IRA, etc.	<p>Current monthly/quarterly account statement.</p> <ul style="list-style-type: none"> If taking periodic payments, bring in documentation for periodic withdrawals; additional statements will be required.
Whole or Universal Life Insurance	<p>Copy of current policy binder or coverage summary page.</p>

Expenses

Child care expenses	<p>A statement or print out of payments made to the provider.</p> <ul style="list-style-type: none"> Documentation supporting fluctuation for summer breaks and/or after school care.
Medical expenses	<p>If Head, Co-Head, or Spouse is 62 or older or disabled - dated receipts or statements (pharmacy printouts, paid doctor bills/copays, etc.) showing medical expenses paid in the past 12 months.</p> <ul style="list-style-type: none"> This includes any medical bills the household anticipates paying during the next 12 months. Medical expenses can be for anyone in the household, not just the individual that is elderly or disabled (Including fosters).

Income

Employment	At minimum, 4 current, <u>consecutive</u> paystubs. Provide the address, phone number, email and fax of employer. <ul style="list-style-type: none">• If employer uses the Work Number for payroll reporting, log in and print out payroll history and supply this report instead.
Social Security or Supplemental Social Security (SSI)	Bring current award letter(s) for your benefits and/or dual entitlement benefits for deceased spouses, etc.), if applicable. <ul style="list-style-type: none">• If receiving SS benefits via a Direct Express Debit Card (instead of direct deposit), bring in Debit card, current ATM balance inquiry receipt, and any statements.• If receiving Social Security benefits, but do not use the Direct Express Debit Card, bank statements will be used to verify SS direct deposits.• The income is not attributed to payee. It is attributed to the individual eligible for the benefit.
Regular pension or retirement benefits	Bring the latest check stub from the issuing institution or most recent account statement displaying gross benefit.
Child support	Copy of court order. <ul style="list-style-type: none">• If you are not receiving the court ordered amount, bring a printout from child support enforcement office, showing the last 4-6 payments issued.• Provide proof that enforcement action has been taken to collect the unpaid child support.• If paid child support is not court-ordered, bring name, address, and phone number of individual providing the support, along with a signed certification from that individual indicating the amount of monthly support being paid.
Unemployment	Copy of the unemployment letter or online benefits printout. <ul style="list-style-type: none">• This includes benefits paid on debit cards
Regular cash gifts/contributions from family/friends	Statement or affidavit signed and dated by the person providing the assistance; giving the purpose, date(s), and value of each gift.