

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

<u>Resident Handouts</u>	
<input type="checkbox"/>	Rules & Regulations
<input type="checkbox"/>	HUD Residents Rights & Responsibilities
<input type="checkbox"/>	HUD Fact Sheet – 4 pages
<input type="checkbox"/>	HUD-9887/A Fact Sheet
<input type="checkbox"/>	Fraud – Is It Worth It? Form HUD-1141
<input type="checkbox"/>	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