

Move-In Certification *	
	HUD-50059 Move-In Certification (original and corrected versions)
	Development application, that screens for eligibility, income, assets, and eligible deductions
	Verification(s) of income, assets, and eligible deductions
	Verification(s) of student eligibility
	Section 811 Project Rental Assistance Program Application
	Self-certification by tenant of disposed of assets
	HUD-9887 and HUD-9887-A
	Verification(s) of Disability (HUD-90102)
	Tenant acknowledgment of “How Your Rent is Determined” fact sheet
	Tenant acknowledgment of “Resident Rights and Responsibilities” brochure
	Tenant acknowledgment of “EIV & You” brochure
	Verification(s) of age(s)
	Verification(s) of Social Security Number(s)
	Screening for drug abuse, lifetime sex offender, and other criminal activity (and any documentation addressing how an Owner determined any history that appears to have disqualified a household member was eligible)
	Supplemental to Application for Federally Assisted Housing (HUD-92006)
	Annual Recertification Initial Notice
	Race and Ethnic Data Report(s) (HUD-970611-H)
	HUD Model Lease (HUD-92236-PRA)
	Move-In/Move-Out Inspection form (HUD-90106)
	Tenant Waiver to Attend Move-In Inspection (if applicable)
	House rules addendum
	Pet rules addendum (if separate from house rules)
	Live-in aide addendum (if applicable)
	Bedbug addendum (if elected and separate from house rules)
	Department’s no lien or lockout addendum (if layered with HTC only)
	Other addenda in the file (if applicable)
	Documentation evidencing compliance with occupancy requirements for households occupying bedroom sizes larger or smaller than normally appropriate,
	Tenant ledger, including all transactions for period of scope
	EIV Existing Tenant Search and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation and coordination efforts to stop and start assistance between properties
	Detailed EIV reports and documentation to resolve any discrepancies (including detailed summary of outcome of investigation) from the following EIV reports: New Hires, EIV Pre-Screening, Failed Verification, Deceased Tenant, and Multiple Subsidy Reports (if applicable)
	EIV Summary Report and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation
	EIV Income Report/Income Discrepancy Report and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation
* Please scan in the preferred order referenced above (preferred but optional).	
* Please submit each certification separately, with all documentation for each certification within one PDF. For MI, please name the PDF as follows Unit Number, MI, Effective Date. In example, “101 MI 1-15-2025”.	

Initial Certification *	
	HUD-50059 Initial Certification (original and corrected versions)
	Development application, that screens for eligibility, income, assets, and eligible deductions
	Verification(s) of income, assets, and eligible deductions
	Verification(s) of student eligibility
	Section 811 Project Rental Assistance Program Application (original provided from 811 Administration)
	Self-certification by tenant of disposed of assets
	HUD-9887 and HUD-9887-A
	Verification(s) of Disability (HUD-90102) (original provided from Administration)
	Tenant acknowledgment of “How Your Rent is Determined” fact sheet
	Tenant acknowledgment of “Resident Rights and Responsibilities” brochure
	Tenant acknowledgment of “EIV & You” brochure
	Verification(s) of age(s) (if not found in EIV Summary Report)
	Verification(s) of Social Security Number(s) (if not found in EIV Summary Report)
	Screening for drug abuse, lifetime sex offender, and other criminal activity (if elected) (and any documentation addressing how an Owner determined any history that appears to have disqualified a household member was eligible)
	Supplemental to Application for Federally Assisted Housing (HUD-92006)
	Annual Recertification Initial Notice
	Race and Ethnic Data Report(s) (HUD-970611-H) (originals sufficient)
	Notices of increases or decreases in tenant rents or utility reimbursements
	HUD Model Lease (HUD-92236-PRA)
	Move-In/Move-Out Inspection form (HUD-90106) (original at Move-In certification sufficient)
	Tenant Waiver to Attend Move-In Inspection (if applicable) (original at Move-In certification sufficient)
	House rules addendum
	Pet rules addendum (if separate from house rules)
	Live-in aide addendum (if applicable)
	Bedbug addendum (if elected and separate from house rules)
	Department’s no lien or lockout addendum (if layered with HTC only)
	Other addenda in the file (if applicable)
	Documentation evidencing compliance with occupancy requirements for households occupying bedroom sizes larger or smaller than normally appropriate,
	Tenant ledger, including all transactions for period of scope
	EIV Existing Tenant Search and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation and coordination efforts to stop and start assistance between properties
	Detailed EIV reports and documentation to resolve any discrepancies (including detailed summary of outcome of investigation) from the following EIV reports: New Hires, EIV Pre-Screening, Failed Verification, Deceased Tenant, and Multiple Subsidy Reports (if applicable)
	EIV Summary Report and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation
	EIV Income Report/Income Discrepancy Report and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation
* Please scan in the preferred order referenced above (preferred but optional).	
* Please submit each certification separately, with all documentation for each certification within one PDF. For IC certifications, please name the PDF as follows Unit Number, IC, Effective Date. In example, “101 IC 1-15-2025”.	

Annual Recertification *	
	HUD-50059 Annual Recertification (original and corrected versions)
	Development application, that screens for eligibility, income, assets, and eligible deductions
	Verification(s) of income, assets, and eligible deductions
	Verification(s) of student eligibility
	Self-certification by tenant of disposed of assets
	HUD-9887 and HUD-9887-A
	Tenant acknowledgment of "How Your Rent is Determined" fact sheet once updated by HOTMA and for new family members
	Tenant acknowledgment of "Resident Rights and Responsibilities" brochure
	Tenant acknowledgment of "EIV & You" brochure
	Verification(s) of age(s) for new family members
	Verification(s) of Social Security Number(s) for new family members
	Screening for drug abuse, lifetime sex offender, and other criminal activity for new household members and if elected ran annually (and any documentation addressing how an Owner determined any history that appears to have disqualified a household member was eligible)
	Supplemental to Application for Federally Assisted Housing (HUD-92006) for new family members and if elected to be updated when offered to tenants
	Annual Recertification Initial Notice
	Annual Recertification First Reminder notice
	Annual Recertification Second Reminder notice (if applicable)
	Annual Recertification Third Reminder notice (if applicable)
	Race and Ethnic Data Report(s) (HUD-970611-H) for new family members
	Notices of increases or decreases in tenant rents or utility reimbursements
	HUD Model Lease (HUD-92236-PRA) (if both parties agree to renew)
	Annual unit inspection
	House rules addendum and 30-day advance notice (if updated during period of scope) and for new family members
	Pet rules addendum and 30-day advance notice (if updated during period of scope) and for new family members (if separate from house rules)
	Live-in aide addendum (if applicable) (original sufficient unless new aide)
	Bedbug addendum (if elected and separate from house rules and updated during period of scope) and for new family members
	Department's no lien or lockout addendum (if layered with HTC only) for new family members
	Other addenda in the file (if applicable)
	Documentation evidencing compliance with occupancy requirements for households occupying bedroom sizes larger or smaller than normally appropriate,
	Tenant ledger, including all transactions for period of scope
	EIV Existing Tenant Search and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation and coordination efforts to stop and start assistance between properties (for new family members)
	Detailed EIV reports and documentation to resolve any discrepancies (including detailed summary of outcome of investigation) from the following EIV reports: New Hires, EIV Pre-Screening, Failed Verification, Deceased Tenant, and Multiple Subsidy Reports (if applicable)
	EIV Summary Report and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation
	EIV Income Report/Income Discrepancy Report and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation
* Please scan in the preferred order referenced above (preferred but optional).	
* Please submit each certification separately, with all documentation for each certification within one PDF. For AR, please name the PDF as follows Unit Number, AR, Effective Date. In example, "101 AR 1-15-2025".	

Interim Recertification	
	HUD-50059 Interim Recertification (original and corrected versions)
	Development application, that screens for eligibility, income, assets, and eligible deductions
	Verification(s) of income, assets, and eligible deductions
	Verification(s) of student eligibility
	Self-certification by tenant of disposed of assets
	HUD-9887 and HUD-9887-A
	Tenant acknowledgment of "How Your Rent is Determined" fact sheet once updated by HOTMA and for new family members
	Tenant acknowledgment of "Resident Rights and Responsibilities" brochure
	Tenant acknowledgment of "EIV & You" brochure
	Verification(s) of age(s) for new family members
	Verification(s) of Social Security Number(s) for new family members
	Screening for drug abuse, lifetime sex offender, and other criminal activity for new household member and if elected ran annually (and any documentation addressing how an Owner determined any history that appears to have disqualified a household member was eligible)
	Supplemental to Application for Federally Assisted Housing (HUD-92006) for new family members and if elected to be updated when offered to tenants
	Race and Ethnic Data Report(s) (HUD-970611-H) for new family members
	Notices of increases or decreases in tenant rents or utility reimbursements
	HUD Model Lease (HUD-92236-PRA) if both parties agree to renew
	Annual unit inspection
	House rules addendum and 30-day advance notice (if updated during period of scope) and for new family members
	Pet rules addendum and 30-day advance notice (if updated during period of scope) and for new family members (if separate from house rules)
	Live-in aide addendum (if applicable) (original sufficient unless new aide)
	Bedbug addendum (if elected and separate from house rules and updated during period of scope) and for new family members
	Department's no lien or lockout addendum (if layered with HTC only) for new family members
	Other addenda in the file (if applicable)
	Documentation evidencing compliance with occupancy requirements for households occupying bedroom sizes larger or smaller than normally appropriate,
	Tenant ledger, including all transactions for period of scope
	EIV Existing Tenant Search and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation and coordination efforts to stop and start assistance between properties (for new family members)
	Detailed EIV reports and documentation to resolve any discrepancies (including detailed summary of outcome of investigation) from the following EIV reports: New Hires, EIV Pre-Screening, Failed Verification, Deceased Tenant, and Multiple Subsidy Reports (if applicable)
	EIV Summary Report and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation
	EIV Income Report/Income Discrepancy Report and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation
* Please scan in the preferred order referenced above (preferred but optional).	
* Please submit each certification separately, with all documentation for each certification within one PDF. For IR, please name the PDF as follows Unit Number, IR, Effective Date. In example, "101 IR 1-15-2025".	

Unit Transfer Certification *	
	HUD-50059-A for Unit Transfer (original and corrected versions)
	Documentation to evidence the need for the transfer, such as for occupancy restrictions or reasonable accommodations
	Notices of increases or decreases in tenant rents or utility reimbursements
	HUD Model Lease (HUD-92236-PRA) for new unit
	Move-In/Move-Out Inspection form (HUD-90106) for new unit
	Tenant Waiver to Attend Move-In Inspection (if applicable)
	Ledgers for new and old units, including evidencing security and pet deposits were either transferred or newly collected and refunded, for period of scope
* Please submit each certification separately, with all documentation for each certification within one PDF. For UT, please name the PDF as follows Unit Number, UT, Effective Date. In example, "101 UT 3-15-2025".	

Gross Rent Change Certification *	
	HUD-50059-A for Unit Gross Rent Change (original and corrected versions)
	Notices of increases or decreases in tenant rents or utility reimbursements
	Ledger including all transactions for period of scope
* Please submit each certification separately, with all documentation for each certification within one PDF. For GR, please name the PDF as follows Unit Number, GR, Effective Date. In example, "101 GR 7-15-2025".	

Termination Certification *	
	HUD-50059-A for Termination (original and corrected versions)
	Documentation to evidence the need for the termination, including notices and evidence of reasonable attempt to recertify when applicable
	Notices of increases or decreases in tenant rents or utility reimbursements
	Ledger including all transactions for period of scope
* Please submit each certification separately, with all documentation for each certification within one PDF. For T, please name the PDF as follows Unit Number, T, Effective Date. In example, "101 T 1-15-2025".	

Move-Out Certification *	
	HUD-50059-A for Move-Out (original and corrected versions)
	Notice of move-out inspection to tenant
	Move-out inspection (either on MI/MO Inspection Addendum or attached)
	Itemized list of all charges (unpaid rents, damages to unit, etc.) and refunding of security and pet deposits
	Ledger with all transactions
	Documentation to evidence pet deposit reduction was due to specific damages caused by pet(s)
	Documentation between property and former tenant disputing charges and resolving those disputed charges
	Notices sent to tenant related to moving out (notices to vacate, lease violations, etc.)
* Please submit each certification separately, with all documentation for each certification within one PDF. For MO, please name the PDF as follows Unit Number, MO, Effective Date. In example, "101 MO 3-15-2025".	