

SAMPLE INTERIM RECERTIFICATION CHECKLIST

Unit No.: _____ Effective Recertification Date: _____

Tenant Names: 1. _____ Over 18 Yes No
 2. _____ Over 18 Yes No
 3. _____ Over 18 Yes No
 4. _____ Over 18 Yes No
 5. _____ Over 18 Yes No

DOCUMENTS AND PROCESSES FOR INTERIM RECERT	1	2	3	4	5	✓	Int.
Interview the Tenant to Obtain Information on the Reported Change							
Student Status Verification <i>(if reason for interim)</i>							
Consent Forms to Verify Income <i>(if reason for interim)</i>							
Consent Forms to Verify Assets <i>(if reason for interim)</i>							
Consent Forms to Verify Deductions <i>(if reason for interim)</i>							
Divestiture of Assets <i>(if reason for interim)</i>							
Verification of Income <i>(if reason for interim)</i>							
Verification of Assets <i>(if reason for interim)</i>							
Verification of Deductions <i>(if reason for interim)</i>							
Provide Tenant with Rent Increase Notice <i>(if applicable and provide 30 day advance notice)</i>							
Screening for Drug Abuse/Criminal Activity/State Lifetime Sex Offender <i>(if adding tenant to the lease or live-in aides)</i>							
EIV Existing Tenant Search <i>(if adding tenant to the lease or live-in aides)</i>							
Verification of SSN <i>(if adding tenant to the lease or live-in aides)</i>							
Tenant and Manager Sign and Date Lease Amendment							
Tenant and Manager Sign/ Date Form HUD-50059 and Privacy Disclosure <i>(part of HUD-50059)</i>							
Submit Interim Recertification to TRACS							

COMMENTS:

SIGNATURES:

Resident 1: _____ Date: _____
 Resident 2: _____ Date: _____
 Resident 3: _____ Date: _____
 Resident 4: _____ Date: _____
 Resident 5: _____ Date: _____
 Management Signature: _____ Date: _____