SAMPLE ANNUAL 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 ANNUAL RECERT	1	2	3	4	5	✓	Int.
Reminder Notice to Recertify – 120 Days							
Reminder Notice to Recertify – 90 Days *(if applicable)*							
Reminder Notice to Recertify – 60 Days *(if applicable)*							
Release of Information - With Header Completed *(HUD-9887/9887A)*							
Consent Forms to Verify Income							
Consent Forms to Verify Assets							
Consent Forms to Verify Deductions *(e.g. medical, child care)*							
Supplement to Application for Federally Assisted Housing *(HUD-92006)*							
Divestiture of Assets							
Student Status Verification							
Conduct Recertification Interview							
Obtain and Review EIV Income Reports and EIV Verification Reports							
Verification of Income							
Verification of Assets							
Verification of Deductions							
Provide Tenant of any Change in the TTP or Tenant /Rent Increase Notice							
Lease Amendment							
Form HUD-50059 and Privacy Act Disclosure *(part of HUD-50059)*							
Provide Tenant with Initial Notice to Recertify for the Next Year							
HUD Tenant/Income Fact Sheet							
Resident Rights and Responsibilities Brochure							
EIV & You Brochure							
Tenant and Manager to Sign and Date HUD 50059							
Submit Annual Recertification to TRACS							

COMMENTS, NOTATIONS AND SPECIAL INSTRUCTIONS:

SIGNATURES:

Resident 1: _____ **Date:** _____

Resident 2: _____ **Date:** _____

Resident 3: _____ **Date:** _____

Resident 4: _____ **Date:** _____

Resident 5: _____ **Date:** _____

Management Signature: _____ **Date:** _____