

**Section 8 RECERTIFICATION Checklist: upd. 10-22**

Property: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Last Name: \_\_\_\_\_

Effective Date: \_\_\_\_\_

<b>Income:</b>	
Employment	
Self-Employment	
Unemployment (tenant print out)	
Public Assistance	
Zero Income * (both)	
Contribution/Gift Money	
Child Support (PHHS or tenant print out)	
Alimony	
Social Security (EIV)	
Pension	
Non-Employment Affidavit * (both)	
Self-Certification of Child Support	
Educational Status Verification (if student)	
Phone verification/clarification record	

<b>New Household Members:</b>	
Declaration of Citizenship form(all new members)	
Copies of Soc Sec cards (all new members)	
Copies of Birth Certificates (all new members)	
Govt Data Practices Act (new members 18+)	
Disability/Handicap Verification (new members)	
Race and Ethnic Form (for each new member)	

<b>Assets:</b>	
Checking/Savings/CD/Money Market	
Debit Card <b>ALL</b>	
Joint Bank Form (if applicable)	
Annuity/Pensions	
Life Insurance	
Stocks/Bonds	
401K/IRA's	
Trusts	
Real Estate	
phone verification/clarification record	
Other:	

<b>Compliance - OFFICE ONLY</b>	
Signed 50059	
Signed lease addendum	
Verifications within 120 days	
EIV Annual Report	
Section 8 calculation worksheet	
All forms signed & dated	

<b>Expenses:</b>	
Childcare	
Medical/Dental	
Health Insurance	
Medical Assistance (spenddown)	
Over the Counter Meds (receipts & verf)	
Prescription Drugs	
Long Term Care	
Service Animal expenses	
Phone verification/clarification record	

<b>NOTES:</b>	

<b>Required for Recertification:</b>	
Household questionnaire (date stamped)	
Div.of Asset (ONLY if YES) check pg. 4 HH	
Under \$5000 (ONLY if no bank/debit)	
Student Certification - Sect 8	
HUD 92006 - Addendum to application	
HUD 9887/9887A (one per adult)	
Receipt of Documents	
Sex Offender Search results	
Drug Free Housing Addendum	
Crime Free Addendum	
Pet Vet Records annual update (if appl)	
Copy of Annual Inspection-Unit Condition	
Initial Notice of Annual Recert/Recert ltrs.	
Lead Based Paint ( <b>LPA &amp; NWA only</b> )	