Section 8 Move In Checklist: (10/22)

Property: _____

Unit Number: _____

Last Name: _____

Effective Date: _____

Income:	
Employment (verif. and/or 6 paystubs)	
Self-Employment (bus.form, taxes)	
Unemployment *(tenant must supply)	
Public Assistance	
Contribution/Gift Money (reg. monthly income)	
Child Support (county) or Alimony	
Self-Certification of Child Support (from parent)	
Social Security Award Letter (w/in 120 days MI)	
Pension	
Zero Income* (both)	
Non-Employment Affidavit *(both)	
Educational Status Verification (only if student)	
Phone verification/clarification record	
Other:	

Assets:	
Checking/Savings/CD/Money Market	
Debit Card Form **ALL** (copy of card, rec.-cash)	
Joint Bank self affidavit (if applicable)	
Under $5,000 form (**only** if NO bank or debit card)	
Annunities, IRA's, Pensions	
401K/Other Retirement Accts.	
Life Insurance	
Stocks/Bonds	
Real Estate	
Phone verification/clarification record	
Other:	

Expenses:	
Medical Expense (med,dental, vision, hearing)	
Health Insurance Expense (other than Medicare)	
Medical Assistance	
Prescription Drugs (one yr. history-tenant pd.)	
Long Term Care	
RA Service Animal Expenses (tenant supplies)	
Childcare Expense	
Phone verification/clarification record	
Only regular monthly expenses can be used	
at move in if over 62 or Def. E. disabled	

Lease Agreements/Addendums	
Lease - Section 8 (with VAWA addendum)	
VAWA Policy Forms 5380,5382	
Drug Free Addendum	
Crime Free Addendum	
New House Rules upd. 4-19	
Pet Addendum (**eld/dis. only)**	
Pet Policy (**eld/dis. only)**	
Service Assistance Animal Policy (**all)**	
Lead Based Paint Addendum (**LPA, NWA only)**	
Live In Aide Agreement (if applicable)	
Reasonable Accomodations (if applicable)	

Required for Move - In	
Pre-Qualifying Application Checklist	
Housing Application **(date/time stamped)**	
Rental References current and former	
Household Questionnaire **date/time stamp**	
Disability Verification **Def. E** (dated 5-21)	
Copies of Soc Sec cards all members	
Copies of Birth Certificates all members	
Race/Ethnicity all members- **both sections**	
HUD 92006 - Addendum to Application	
Student Certification - Sect 8 **Adults** only	
Divestiture of Asset form (*only if YES)	
Govt Data Practices Act w/attachment 1	
HUD 9887/9887A (last pg.separate ea.adult)	
Family Summary Sheet	
Citizenship Declaration all members	
Intial Notice of Annual Recert (w/lease)	
Receipt of Documents upd. 5-20	
HUD Minimum Rent Form (reprint 2021)	
Unit Condition Checklist	
Charge List (last upd. 6/18)	
Security Deposit Form	
Pet Deposit Form (if applicable-no RA)	
Verification of Utilities/Deposit (if applicable)	
Rent Café Option Letter	
Attachment to Yardi Completed :	
(MI 50059, Lease pages, Signed Policy Pgs.	
Sec.Dep., Unit Cond, Charge List)	

Compliance - OFFICE ONLY	
Credit/Criminal History incl. NSOPW	
SAVE report (if **non-citizen**) if applicable	
Signed 50059	
Signed lease	
Verifications within 120 days	
EIV Existing Tenant Search Completed	
Documentation of Subsidy Term. if YES	
EIV 90 day report	
Section 8 calculation worksheet	

NOTES: