Section 8 Move In Checklist: upd. 2-24	
Property:	Last Name:
Unit Number:	Effective Date:
Income:	Required for Move - In
Employment (verif. and/or 6 paystubs)	Pre-Qualifying Application Checklist
Self-Employment (bus.form, taxes)	Housing Application (date/time stamped)
Unemployment *(tenant must supply)	Rental References current and former
Public Assistance	Household Questionnaire date/time stamp
Contribution/Gift Money (reg. monthly income)	Disability Verification <b>Def. E</b> (dated 5-21)
Child Support (county) or Alimony	Copies of Soc Sec cards all members
Self-Certification of Child Support (from parent)	Copies of Birth Certificates all members
Social Security Award Letter (w/in 120 days MI)	Race/Ethnicity all members- both sections
Pension	HUD 92006 - Addendum to Application
Zero Income* (both)	Student Certification - Sect 8 Adults only
Non-Employment Affidavit *(both)	Divestiture of Asset form (*only if YES)
Educational Status Verification (only if student)	Govt Data Practices Act w/attachment 1
Phone verification/clarification record	HUD 9887/9887A (last pg.separate ea.adult)
Other:	Family Summary Sheet
Assets:	Citizenship Declaration all members 2 pages
Checking/Savings/CD/Money Market	Intial Notice of Annual Recert (w/lease)
Debit Card Form ALL (copy of card, reccash)	Receipt of Documents upd. 5-20
Prepaid Debit Card Verification	HUD Minimum Rent Form (2021)
Joint Bank self affidavit (if applicable)	Unit Condition Checklist
Under \$100,000 form (only if NO bank or debit card)	Charge List (last upd. 2023)
Annunities, IRA's, Pensions	Security Deposit Form
401K/Other Retirement Accts.	Pet Deposit Form (if applicable-no RA)
Life Insurance	Utilities/Deposit Confirmation (if applicable)
Stocks/Bonds	Rent Café Option Letter
Real Estate	Attachment to Yardi Completed :
Phone verification/clarification record	(MI 50059, Lease pages, Signed Policy Pgs.
Other:	Sec.Dep., Unit Cond, Charge List)
	Compliance - OFFICE ONLY
Expenses: If 62+ or disabled	Credit/Criminal History incl. NSOPW
Health Insurance Expense (other than Medicare)	SAVE report (if non-citizen) if applicable
Medical Assistance (spenddown)	Signed 50059
Monthly ongoing Med. Expenses (not one time)	Signed lease
Prescription Drugs (one yr. history-tenant pd.)	Verifications within 120 days
Long Term Care	EIV Existing Tenant Search Completed
RA Service Animal Expenses (tenant supplies)	Documentation of Subsidy Term. if YES
Childcare Expense	EIV 90 day report
Phone verification/clarification record	Section 8 calculation worksheet
Only regular monthly expenses can be used	NOTES:
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 Agreement	
New House Rules upd. 4-19	
Pet Addendum (eld/dis. only)	
Pet Policy (eld/dis. only)	
Service Assistance Animal Policy (all)	
Reasonable Accomodations (if applicable)	
Live In Aide Agreement (if applicable)	
- Maria Graniana (in appriorate)	