

Section 8 RECERTIFICATION Checklist: Upd. 2-24

Property: _____

Unit Number: _____

Last Name: _____

Effective Date: _____

Income:	
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	
Assets:	
Checking/Savings/CD/Money Market	
Debit Card ALL	
Prepaid Debit Card Verification	
Joint Bank Form (if applicable)	
Under \$100,000 (ONLY if no bank/debit)	
Annuity/Pensions	
Life Insurance	
Stocks/Bonds	
401K/IRA's	
Trusts	
Real Estate	
phone verification/clarification record	
Other:	
Expenses: If 62+ or disabled	
Childcare	
Medical Expenses-Med/Vision/Dental/Hear.	
Health Insurance	
Medical Assistance (spenddown)	
Over the Counter Meds (receipts & verf)	
Prescription Drugs	
Long Term Care	
Service Animal expenses	
Phone verification/clarification record	
Required for Recertification:	
Household questionnaire (date stamped)	
Div.of Asset (ONLY if YES) check pg. 4 HH	
Student Certification - Sect 8	
HUD 92006 - Addendum to application	
HUD 9887/9887A (one per adult)	
Receipt of Documents	
Sex Offender Search results (NSOPW)	
Drug Free Housing Addendum	
Crime Free Agreement (new)	
Pet Vet Records annual update (if appl)	
Copy of Annual Inspection-Unit Condition	
Intial Notice of Annual Recert/Recert ltrs.	

New Household Members:	
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)	

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

NOTES:	