



Tenant File Checklist for Annual Recertification



Last Name: _____ Apt. # _____ Effective Date: _____

From FHA:

- HUD 50059 Tenant Certification, signed and dated
- Lease Amendment, signed and dated
- Initial Notice, signed and dated
- Copy of 120 Day Recertification Letter

From HRDE Webpage:

- Certification Worksheet
- Recertification Questionnaire, signed and dated
- EIV Self-Certification Acknowledgement
- HUD 9887/9887A
- HUD 92006 – Supplement to the Application, signed and dated
- Returned Verifications of income, assets & medical expenses, or Lack of Income/Notarized w/Questionnaire
- HUD Is Fraud Worth It?, signed and dated
- Under \$50K Asset Certification/Assets Disposed Of, signed and dated
- Utility Release, signed and dated
- Annual Apartment Inspection, completed by Manager and Tenant, signed and dated
- Citizenship/Immigration Status (if applicable)

From EIV:

- EIV Income Verification
- Failed EIV Pre-Screening Report
- Failed EIV Verification Report (SSA Identity Test)
- EIV Income Discrepancy Report
- National Sex Offender Registry (www.nsopr.org)
- Updated Shot Record for Pet or Assistive Animal (if applicable)

I certify that my household has received a copy of the following HUD information titled:

- Resident Rights and Responsibilities
- Income fact sheet for HUD assisted residents
- Is Fraud Worth It
- Renters Insurance and VAWA Fact Sheet
- EIV and You

Tenant Signature: _____ Apt.# _____ Date: _____