

MOVE IN PROCESS

PRE-APPLICATION

1. Interested individuals must fill out a pre-application form (HRDE Website) and turn into the Manager.
2. Manager must sign, date and time stamp it when received.
3. Manager must enter information on the Waiting List (FHA).
4. Tenants must be processed as they are on the Waiting List, with Elderly (this is not the case at an 811 property) given preference.
 - a. 202/8's are Only allowed 10% of total units for the disabled (LP is exempt from the 10%).

WAITLIST PROCESSING

1. Individuals must be processed for move-in as they are listed on the waitlist, with elderly (this is not the case at an 811 property) individuals processed first.
2. Send 10-day letter - Individuals have 10 days to respond.
 - a. If no response is received, then remove from waitlist in FHA and put a comment of no response.
 - b. If interest in the unit is received, move on to processing the full application. Add comment in FHA for all activity.
 - c. NOTE: Individuals may pass over an available unit 1 time before being taken off the waitlist.

FULL APPLICATION-CERTIFICATION

1. Schedule an interview with the individual to complete the full application.
2. Instruct individuals to bring the following to the interview and make copies of them:
 - a. Birth Certificate
 - b. SS card
 - c. Photo ID
 - d. Social Security letters
 - e. Checking account statements (at least two months)
3. After completing the full application-certification, request other noted information via verification forms using the Application Processing sheet (HRDE website) such as:
 - a. Disability verification
 - b. Life insurance
 - c. Medical expenses, etc.
 - d. Pet verifications
4. Once all verifications are received:
 - a. Complete the Certification Worksheet (HRDE website).
 - b. Complete the 50059 (FHA) *See attached FHA step-by-step instructions.*
 - i. Move in – transfer the individual from the waiting list.
 - ii. Enter income, assets, medical into 50059.
 - iii. Print 50059 and Tenant Income Detail.
 - c. Arrange a future move in date with the tenant. **NOTE: The tenant cannot move in until the proofing is completed and correct.**

PROOFING A MOVE IN

1. Print the Checklist for Proofing a Move In (HRDE website).
2. Put all documents on the checklist and scan to your bookkeeper.
3. The bookkeeper will proof and make sure all items match and numbers are correct.
 - a. If the bookkeeper confirms that your work is correct, then confirm a move-in date with the tenant.
 - b. If the bookkeeper has issues, then corrections need to be made before scheduling a move-in date.

MOVE IN

1. Print off the Tenant File Checklist Right and Left Side (HRDE website).
 - a. Print off corresponding documents listed on Right Side Checklist
2. Print off from HUD 50059 (FHA): Must be signed on MI Day
 - a. Initial Notice of Recertification
 - b. Lease
3. Print off House Rules (HRDE Website)
4. Have tenant and/or Manager sign the following documents:
 - a. 50059 (2 copies)
 - b. Lease (2 copies)
 - c. Initial Notice of Recertification (2 copies)
 - d. HUD 92006 (2 copies)
 - e. Is Fraud Worth It (2 copies)
 - f. House Rules (2 copies)
 - g. Citizenship Declaration
 - h. Ethnicity
5. Collect money owed and print receipt:
 - a. Security Deposit (Can be split into 3 monthly payments), put a copy of the receipt in tenant file.
 - b. Key Deposit (\$25.00)
 - c. 1st Months' Rent
 - d. Cable (Enter as a reoccurring payment in FHA for the beginning of a full month and don't forget to pro-rate the initial amount if it's not a full month)
 - e. Pet deposit, if applicable (Can be split into monthly payments after the initial \$50.00 payment and getting a signed Pet Payment Agreement. All other pet information must be on file prior to the animal moving in)
6. You or the Service Coordinator are to assist tenant transfer electric into their name and document on form.
7. Give tenant keys to main door, apartment, and mailbox.
8. Perform Move-In inspection and have tenant sign. Must be signed on MI Day.
9. Activate the Move-In (FHA) Must activate and date on proper MI Day.