

**Assisted Housing Complexes**  
**Managed by Human Resource Development & Employment, Inc.**  
**Tenant File Checklist for Annual Recertification**

**Last Name:** \_\_\_\_\_ **Apt. #:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

- HUD 50059 **Tenant Certification**, signed and dated
- Certification Worksheet**
- EIV Income Verification** from computer, signed and dated by tenant
- Returned verifications** of income, assets & medical expenses or Lack of Income/Notarized w/questionnaire
- Recertification Questionnaire**, signed and dated
- HUD 92006** – Supplement to Application, signed and dated
- HUD Is Fraud Worth It?**, signed and dated
- HUD 9887 & 9887A**, signed and dated
- National Sex Offender Registry** ([www.nsopr.org](http://www.nsopr.org))
- Assets Disposed Of**, signed and dated
- Initial Notice**, signed and dated
- Utility Release**, signed and dated
- Updated Shot Record** for Pet or Assistive Animal, if applicable
- Copy of 120 Day Recertification Letter**
- Annual Apartment Inspection**, completed by Manager and Tenant with signatures and dates
- Failed EIV Pre-Screening Report**
- Failed Verification Report** (SSA Identity Test)
- Income Discrepancy Report**
- Citizenship/Immigration Status** (if applicable)

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

**RESIDENT RIGHTS AND RESPONSIBILITIES, IS FRAUD WORTH IT, DOCUMENT PACKAGE 9887, “EIV AND YOU”, and the INCOME FACT SHEET FOR HUD ASSISTED RESIDENTS.**

TENANT SIGNATURE:

APT. #

DATE

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