



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:

- VAWA 5380
- VAWA 5382
- Certification Worksheet
- Recertification Questionnaire, signed and dated
- HUD 92006 – Supplement to the Application, signed and dated
- Returned Verifications of income, assets & medical expenses, or Lack of Income/Notarized w/Questionnaire
- HUD 9887 & 9887A, signed and dated
- HUD Is Fraud Worth It?, signed and dated
- 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, signed and dated by tenant
- Failed EIV Pre-Screening Report
- Failed Verification Report (SSA Identity Test)
- Income Discrepancy Report
- National Sex Offender Registry ([www.nsopr.org](http://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
- Is Fraud Worth It
- Document Package 9887
- EIV and You
- Income fact sheet for HUD assisted residents
- Renters Insurance Information
- HUD 5380 & 5382

Tenant Signature: \_\_\_\_\_ Apt.# \_\_\_\_\_ Date: \_\_\_\_\_