

## ANNUAL RECERTIFICATION FILE CHECKLIST

Tenant Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Completed by: \_\_\_\_\_

Form	PPMG#	Comment
HUD-50059 (page 2, then page 1)		<input type="checkbox"/>
Notice of Rent Change		<input type="checkbox"/>
Initial Notice	41	<input type="checkbox"/>
Certification of Assets Disposed of Less Than Fair Market Value	52	<input type="checkbox"/>
EIV-Summary Report <small>(do not run any EIV report before 120-days from effective date of AR)</small>		<input type="checkbox"/>
EIV-Income Report		<input type="checkbox"/>
EIV-Income Discrepancy Report		<input type="checkbox"/>
EIV Disclosure Form (if applicable)	107	<input type="checkbox"/>
Income		<input type="checkbox"/>
Self-Cert. of Child/Alimony (if applicable)	25	<input type="checkbox"/>
Termination of Employment (if applicable)	216	<input type="checkbox"/>
Certification of Zero Income (if applicable)	201	<input type="checkbox"/>
Living Expense Questionnaire (if applicable)	200	<input type="checkbox"/>
Assets		<input type="checkbox"/>
Expenses		<input type="checkbox"/>
Student Certification	26	<input type="checkbox"/>
Student Verification (if applicable)		<input type="checkbox"/>
HUD-9887/9887A		<input type="checkbox"/>
Resident Income Questionnaire	101	<input type="checkbox"/>
*Interim Recertification Fact Sheet	106	<input type="checkbox"/>
Annual Reminder Notice	27, 28, 29	<input type="checkbox"/>
BOE (Tax Exempt form)		<input type="checkbox"/>
Release of Tenant Utility Information	56	<input type="checkbox"/>

Prior to AR interview   
 During AR interview   
 After Interview but at least 30-days prior to effective date   
 At final signature date

Comments: \_\_\_\_\_

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**\*To be given to Residents at MI and each AR.**

**After AR you may dispose of this sheet. This is only to help you process your AR and keep you organized.**