

MOVE-IN CERTIFICATION CHECKLIST

- Application
- Supplement to Application (HUD 92006) for each adult household member
- Citizenship Declaration for all household members
- Owner and Family Summary of Citizenship
- HUD 9887 & 9887-A for all household members 18 years or older
- Income/Asset Disclosure for all adult household members
- EIV Existing Tenant Search for all household members
- Verification of age for all household members
- Verification of Social Security Number
- Sex offender and criminal screening
- Credit, landlord or personal reference screening (if applicable)
- Race/Ethnicity Form (HUD 27061-H)
- Acknowledgement of receipt for: Residents Rights and Responsibilities Brochure, "How Your Rent is Determined" Fact Sheet, Fraud Prevention Pamphlet (HUD-1141), EIV and You Brochure, VAWA Certification & Notice
- Verification for all sources of income
- Statement of No Income and Zero Income Questionnaire (if applicable)
- Notarized Statement of No Child Support (if applicable)
- Verification for all assets
- Verification for all medical expenses (for elderly or disabled properties)
- Verification of child care (if applicable)
- Verification of disability (if applicable)
- Verification of need for a reasonable accommodation (if applicable)
- HUD Model Lease
- VAWA Lease Addendum (HUD-91067), VAWA Notice (HUD-5380), VAWA Certification (HUD-5382)
- House Rules
- Pet Rules (if applicable)
- Pet Addendum to Lease (if applicable)
- Move-In Inspection
- Initial Notice of Annual Recertification
- HUD 50059 (Tenant Certification)