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)