



# annual recertification checklist

## certification documents

- Signed 50059** (*Signed/Dated by all adult household members along with Management*)
- One-year Initial Recertification Notice**
- 30-day Notice of Rent Increase** (*or rent change notice*)
- Required Tenant EIV Reports** (*EIV Income report - print all, required for all certifications*)
- Updated HUD 92006** (*must be offered annually to each adult, but the tenant is not required to fill out*)
- Certification Questionnaire** (*Sworn Statement/Disposition of assets certification*)
- Zero-low Income Household Questionnaire**, *if applicable*
- Section 8 Calculation Worksheet** (*not required, strongly recommended*)
- Income Verification(s) with calculator tape** (*various forms depending upon the sources of income*)
- Child Support Affidavit with supporting documentation, if applicable** (*Family Support Registry printout*)
- Asset Verification(s) with calculator tape** (*Various forms depending upon the type of asset*)
- Disability Verification**, *if applicable*
- Expense Verification(s) with calculator tape**, *if applicable*
  - Medical/disability expenses** (*Must have copies of paid receipts*)
  - Child care expenses**
- Student Certification** (*and if applicable, the student verification*)
- HUD 9887/9887A Consent Form** (*9887 must be signed by all adults, and each adult must sign their own 9887A*)
- Acknowledgment of Receipt of Documents**
  - Resident Rights and Responsibilities Brochure
  - EIV and You Brochure
  - Fact Sheet on How Your Rent is Determined
  - Lead-based Paint Brochure, *if applicable (required for properties built before 1978 if not already completed or adding a new member)*
  - HUD forms 5380 and 5382 VAWA (*not required to document but highly recommended if not already completed or adding a new member*)
- All Annual Recertification Notices (120 / 90 / 60)**
- HUD 91067 Violence Against Women Act (VAWA) Addendum**, *if not previously completed at MI or upon adding/becoming an adult household member (One is required per adult household member)*
- Annual Unit Inspection** (*must be completed annually to document the conditions of the unit, and must be signed/dated by Management. It is highly recommended that Tenants participate in the inspection and sign off acknowledging that the unit is "in decent, safe, and sanitary condition."*)
- If adding a new household member, see Adding Household Member Checklist**