



interim certification checklist

certification documents

- Signed 50059** (*Signed/Dated by all adult household members along with Management*)
- 30-day Notice of Rent Increase** (*or rent change notice*)
- Change Reporting Form/Questionnaire**
- Zero/Low-income Household Questionnaire**, *if applicable*
- Required Tenant EIV Reports** (*EIV Income report—print all, required for all certifications*)
- Income Verification(s) of what has changed:**
 - Termination of Employment (*must show last day worked*)
 - Income Verification with calculation tape or worksheet:
 - Employment Verification
 - Unearned Income (*SS, SSI, TANF, AND, pension, etc.*)
 - Unemployment Benefits
 - Self-Employment (*Form 1040 with Schedule C, E, or F, and/or Financial Statements, Profit and Loss Statements, etc.*)
 - Alimony/Child Support (*Court Order Documents, Family Support Registry disbursement history*)
- Asset Verification(s) with calculator tape** (*Various forms depending upon the type of asset, if changed from last annual or move-in*)
- 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 Verification** (*if starting/ending student status*)
- If adding a new household member, see Adding Household Member Checklist**