



adding a household member checklist

new household member documents *(may be completed with an interim or annual recertification)*

All New Household Members, Minor or Adult

- Identity and Age Verification** *(see HUD 4350.3, Appendix 3 for acceptable forms of verification)*
 - Family Summary Sheet *(must be updated with new household members)*
 - Owner Summary Sheet *(must be updated with new household members)*
 - Photo ID for each new adult household member
 - Proof of age for new household member(s)
 - Proof of Social Security Number for all new household members *(Once verified in EIV, documentation may be destroyed; however, if destroyed, the method used, along with the date of destruction must be documented.)*
 - HUD 27061 Race and Ethnicity Data Reporting Form *(can be obtained at time of application or MI)*
 - Declaration of Citizenship *(one must be completed for each household member; can be obtained at time of application or MI)*
 - HUD Declaration 214 Status *(SAVE verification completed if the applicant is an eligible non-citizen; must be obtained prior to MI to ensure eligibility)*
 - EIV Existing Tenant Search** *(must be completed prior to moving in for every household member, including minors and live-in aides)*
- Verification of Disability**, *if applicable*

Adults Only

- Background Screening** *(must be completed for each ADULT household member)*
 - Criminal and Sex Offender Screening *(Required for all adult applicants)*
 - Credit Screening *(if required by TSP)*
 - Landlord reference *(if required by TSP)*
- HUD 9887/9887A Consent Form** *(9887 must be signed by all adults, and each adult must sign their own 9887A)*
- HUD 92006**
- Live-in Aide Application and Verification**, *if applicable*