



# move-in certification checklist

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## application documents

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### All New Household Members, Minor or Adult

- 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)*
- Verification of Disability, if applicable** *(For Elderly/Disabled Properties, verification is required if the applicant does not meet the age requirements and for the Disability Allowance)*
- Live-in Aide Application and Verification, if applicable**
- Identity and Age Verification** *(see HUD 4350.3, Appendix 3 for acceptable forms of verification)*
  - Family Summary Sheet
  - Owner Summary Sheet
  - Photo ID for each adult household member
  - Proof of age for all household members
  - Proof of Social Security Number for all 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; should 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)*
- HUD 9887/9887A Consent Form, completed at initial application.** *(9887 must be signed by all adults, and each adult must sign their own 9887A)*
- Certification Questionnaire** *(if the application is more than 120 days old)*
- Original Application packet, including 92006** *(signed by applicant, Date and Time Stamped by O/A)*

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## certification documents

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- Signed 50059** *(Signed/Dated by all adult household members along with Management)*
- One-year Initial Recertification Notice**
- Required EIV Reports**
  - 90-day EIV Report *(120 if HOTMA implemented)*
  - Tenant EIV Reports *(print all)* required for all certifications

- Updated HUD 92006** *(if the original is more than 120 days old)*
- 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 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)*
  - HUD forms 5380 and 5382 VAWA** *(not required to document but highly recommended)*

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## leasing documents

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- HUD Lease 90105a or 90105b** *(depending on contract requirement)*
- HUD 91067 Violence Against Women Act (VAWA) Addendum**
- Lead-based Paint Disclosure, if applicable** *(required for properties built before 1978)*
- Pet Policy/Rules, if applicable** *(required for elderly/disabled properties)*
- House Rules**
- Any other Addenda, Policies, or Agreements** *(if adding any addenda, they must be approved by HUD before implementation)*
- Live-in Aide Addendum** *(highly recommended but not required. See HUD 4350.3, Chapter 3, Paragraph 3-10)*
- Move-in Inspection** *(the MI Inspection form must be completed with enough details to document the conditions of the unit at the time of the Tenant's move in, and must be signed/dated by both Management and Tenants acknowledging that the unit is "in decent, safe, and sanitary condition")*