

# COMPLIANCE FORMS CHECKLIST

(This form is for your use. **DO NOT** mail with package.)

**Property Name:** \_\_\_\_\_ **Unit:** \_\_\_\_\_

**Resident Name:** \_\_\_\_\_

⇒ ⇒ ⇒ **ASSEMBLE MATERIALS FROM TOP TO BOTTOM** ← ← ←

*NOTE: Forms with a shaded box to the left are required. Forms preceded with a plain box are to be used if it applies to the specific household. We have a form for most but not all income verification situations. Every source of income listed on an REA needs supporting documentation. Income verification forms and/or supporting documentation should be submitted in REA questionnaire order.*

- |  |   |    |  |
|--|---|----|--|
| <input type="checkbox"/> Household Eligibility Certification (HEC)         | } | OR | <input type="checkbox"/> Self-Certification of Annual Income   |
| <input type="checkbox"/> Resident Eligibility Application (REA)            |   |    | <input type="checkbox"/> For second annual recertification, on 100% income-restricted Tax Credit properties and for <b>all</b> recertifications after Year 15. |
| <input type="checkbox"/> Household Declaration Supplement to REA           |   |    |  |
| <input type="checkbox"/> Household Demographics                            |   |    | <b>DO NOT MAIL to WSHFC;</b> enter in WBARS (for tax credit properties only)   |
| <input type="checkbox"/> Authorization to Release Confidential Information |   |    |  |

*Supporting Documentation Forms (include as applicable):*

## INCOME

- |  |   |
|--|---|
| <input type="checkbox"/> Employment Verification   | <input type="checkbox"/> Unemployment Benefits Verification             |
| <input type="checkbox"/> Income Verification/Clarification by Telephone  | <input type="checkbox"/> Military Pay Verification                      |
| <input type="checkbox"/> Self-Employment Income Worksheet  | <input type="checkbox"/> Pension Verification Request                   |
| <input type="checkbox"/> Self-Employment Verification<br><i>(Include a signed copy of last year's tax return.)</i> | <input type="checkbox"/> Annuity, Stock Verification, or 401(k) Account |
| <input type="checkbox"/> Seasonal Worker Statement   | <input type="checkbox"/> Verification of Veterans Benefits              |
| <input type="checkbox"/> Social Security Verification  | <input type="checkbox"/> Gift Affidavit                                 |
| <input type="checkbox"/> Child Support Affidavit   | <input type="checkbox"/> Zero Income Certification                      |
| <input type="checkbox"/> Public Assistance Verification  |   |

## ASSETS

- Deposit Verification Request
- Under \$5,000 Asset Certification or Sworn Statement of Net Household Assets  
*(Use for tax credit or bond properties only if total household assets are under \$5,000.)*
- Real Estate Evaluation Worksheet (if applicable)
- Cash on Hand Affidavit
- Crypto Currency Certification

## COMMISSION SPECIAL-NEEDS SET-ASIDES and COMMITMENTS (if applicable)

- Proof of Age (for properties with Elderly Set-Asides)
- Disability Status Certification (for properties with Disabled Set-Aside)
- Disability Verification (for properties with Disabled Set-Aside)
- Homeless Certification (for properties with Homeless or Transitional Set-Aside)
- Farmworker Household Initial Certification (to prove \$3,000 was earned from farm work)
- Farm Work Status Verification/Clarification by Telephone
- Verification of Farm Work Status

## STUDENTS

- Student Certification
- Student Status Verification
- Fulltime Student Job Training Exception Verification
- Student Exception Affidavit
- Foster Care Verification

## MISCELLANEOUS

- |   |   |
|---|---|
| <input type="checkbox"/> Estrangement Certification   | <input type="checkbox"/> Live-In Aide Agreement       |
| <input type="checkbox"/> Identification Certification | <input type="checkbox"/> Pregnancy Self-Certification |
- Tax Credit/ARRA Lease Rider (Keep with resident's file. **Do not mail to WSHFC unless requested.**) or Bond Lease Rider (Mail with move-in packages.)