

COMPLIANCE FORMS CHECKLIST

(This form is for your use. **DO NOT** send 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. 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 that a household puts on an REA needs supporting documentation. Income verification forms and/or supporting documentation should be submitted in REA questionnaire order.

- Eligibility Certification
- Rental Eligibility Application (REA) **OR** Self-Certification of Annual Income
- Authorization to Release Confidential Information

Supporting Documentation Forms (include as applicable):

INCOME

- Employment Verification
- Income Verification/Clarification by Telephone
- Self Employment Income Worksheet
- Self-Employment Verification (Include a signed copy of last year's tax return.)
- Seasonal Worker Statement
- Social Security or Supplemental Security Income Benefits Verification
- Child Support Affidavit
- Public Assistance Verification
- Unemployment Benefits Verification
- Military Pay Verification
- Pension Verification
- Annuity or Stock Verification
- Gift Affidavit
- Zero Income Certification

ASSETS

- Deposit Verification Request
- Under \$5,000 Asset Certification or Sworn Statement of Net Household Assets
(Use for tax credit or bond properties and only if assets are under \$5,000. Assets over this amount always require third-party verification.)
- Real Estate Evaluation Worksheet (if applicable)

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

- Proof of Age (for properties with Elderly Set-Asides)
- Disability Certification (for properties with Disabled Set-Aside)
- Disability Verification (for properties with Disabled Set-Aside)
- Homeless Certification (if property has Homeless or Transitional Set-Aside)
- Farmworker Household Initial Certification (to prove \$3,000 was made in farm work)
- Farm Work W-2 Certification

STUDENTS

- Student Certification or Student Certification HUD and RD
- Student Exception Affidavit and/or Foster Care Verification
- Fulltime Student Job Training Exception Verification
- Student Status Verification

MISCELLANEOUS

- Estrangement Certification
- Identification Certification
- Live-In Aide Agreement
- Pregnancy Self-Certification

Tax Credit or Bond Lease Rider (Keep with resident's file. **Do not mail to WSHFC unless requested.**)