Purpose: This form lists the order in which resident files should be compiled and is a tool to use to ensure the required documentation is being provided to the Commission.

Note: This form is purely for management’s use and should not be included with resident packets sent to the Commission.

A special note regarding the Household Demographics form:
➢ Please keep this form in your resident files; DO NOT mail it to the Commission. This form is used to help you enter demographic data into WBARS.

Special Mention:
➢ The Self-Certification of Annual Income may not be used for tax-exempt bond properties.

Specific Instructions:
1. Enter name of property and unit number.
2. Print resident’s name.
3. Check boxes that pertain to the individual household.
COMPLIANCE FORMS CHECKLIST
(This form is for your use. DO NOT mail with package.)

Property Name: ___________________________  Unit: ________ (1) 
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.

☐ Household Eligibility Certification (HEC)  OR  ☐ Self-Certification of Annual Income
☐ Resident Eligibility Application (REA)  For second annual recertification, on 100% income-restricted Tax Credit properties and for all recertifications after Year 15.
☐ Household Declaration Supplement to REA

☐ Household Demographics  DO NOT MAIL to WSHFC; enter in WBARS (for tax credit properties only)
☐ 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 Verification
☐ Child Support Affidavit
☐ Public Assistance Verification
☐ Unemployment Benefits Verification
☐ Military Pay Verification
☐ Pension Verification Request
☐ Annuity, Stock Verification, or 401(k) Account
☐ Verification of Veterans Benefits
☐ 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 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 W-2 Certification
☐ Verification of Farm Work

STUDENTS
☐ Student Certification
☐ Student Status Verification
☐ Fulltime Student Job Training Exception Verification
☐ Student Exception Affidavit
☐ Foster Care Verification

MISCELLANEOUS
☐ Estrangement Certification
☐ Identification Certification
☐ Live-In Aide Agreement
☐ 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.)