

Compliance Forms Checklist

Purpose: This form lists the order in which resident files should be packaged 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.

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** send with package.)

Property Name: (1) Unit: (1)

Resident Name: (2)

⇒ ⇒ ⇒ **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 | } | 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% Tax Credit properties and for all recertifications after Year 15. |
| <input type="checkbox"/> Household Declaration Supplement to REA (optional) | | | |
| <input type="checkbox"/> Household Demographics | | | |
| <input type="checkbox"/> 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/Consent for Release of Information
- 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)
- Cash on Hand Affidavit

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
- Student Exception Affidavit and/or Foster Care Verification
- Student Status Verification
- Fulltime Student Job Training Exception 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 or Bond Lease Rider (Keep with resident's file. **Do not mail to WSHFC unless requested.**)