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.

☐ Household Eligibility Certification
☐ Resident Eligibility Application (REA) OR ☐ Self-Certification of Annual Income
☐ Household Declaration Supplement to REA (optional)
☐ Household Demographics DO NOT MAIL; 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/Consent for Release of Information
☐ Child Support Affidavit
☐ Public Assistance Verification
☐ Unemployment Benefits Verification
☐ Military Pay Verification
☐ Pension Verification
☐ Annuity, Stock Verification, or 401(k) Account
☐ 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
☐ 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

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.)

www.wshfc.org/managers/forms-RC.htm
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