**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)
- Resident Eligibility Application (REA)
- Household Declaration Supplement to REA

**OR**

- Self-Certification of Annual Income
  
  For second annual recertification, on 100% income-restricted Tax Credit properties and for all recertifications after Year 15.

- 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-Aside)
- 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
- 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.)*

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www.wshfc.org/managers/forms-RC.htm  
Compliance Forms Checklist Instruction | Rev: March 2020