

Recertification Packet Document Checklist

Please use the following checklist to assist in completing your Recertification Packet. Please note all information must be complete and accurate for all household members. All provided documents must be dated within 120 days of the due date.

Complete ALL Recertification Packet Forms for ALL household members		
Completed		Document:
		Applicant/Participant Certification
		Citizenship Documentation
		Family Obligations
		Debts Owed to Public Housing Authorities (PHAs)
		Verification of Bank Accounts
		Authorization for Release of Information (HUD-9886)
		Consent for Release of Information
		Rules of the Housing Choice Voucher Program
		Supplement to Application for Federally Assisted Housing
		What you should know about Employment Income Verification (EIV)
Provide ALL the following documentation, AS APPLICABLE, for ALL household members		
Collected	N/A	Document:
		Most recent Federal Tax Return including all W2's and 1099 forms. If any household member has their own business, provide the last filed tax return (1099 and all tax schedules) and most recent accounting ledger
		Four (4) weekly <u>OR</u> Two (2) Bi-weekly <u>OR</u> Two (2) monthly consecutive paystubs for all employment income
		Three (3) consecutive monthly statements for all Checking Accounts held solely or jointly by any household member
		Current statement of income from SS, SSI, SSDI and State Supplement Payment. Please call 1-855-488-0541 for a state supplement payment benefit letter
		Current Unemployment Payment History Printout
		Current Welfare/TANF budget letter (including case make-up)
		Current Child Support Payment History Print out and Alimony statements and/or court orders
		Current statement of any regular Financial Contribution received by any household member, including but not limited to, any funds to pay bills. Document must be signed and dated by Organization/Person making the contribution
		Current Statement of any other income not listed above including all pension and IRA Statements
		Current statement for all the following held solely or jointly by any member of the household: Savings Accounts, Stocks Bonds, CDs, Life Insurance, Trusts, Annuities, Money Market Accounts and/or any other assets
		If you or a spouse/co-head is disabled or 62 or older, current statements showing Medical Expenses and/or Medical Insurance Premiums
		If you pay for dependent care to allow an adult to go to work or school, a current statement showing care provider and how much you pay for childcare/children receiving care
		If any household member is 18 and older and a full-time student, Verification of Full Time Student Status (school transcript)