

811 PRA Resident File Compliance Requirements

Section One: Application & Eligibility/Permanent Information.

1. Completed application with date and time received by Owner/Agent indicated.
2. HUD form 92006 "Supplement to Application for Federally Assisted Housing.
3. Screening for credit worthiness as outlined in the Tenant Selection Plan.
4. Screening for Criminal and Drug screening.
5. Screening for Lifetime Sexual Offender Registration.
6. EIV Existing Tenant Search.
7. Owner Summary Sheet with date applicant declaration is verified by Owner/Agent.
8. Family Summary Sheet.
9. Citizenship Declaration completed, signed and dated by each household member.
10. Verification of eligible citizenship status, SAVE, if applicable.
11. Race and Ethnicity Declaration completed by each household member.
12. Copy of Social Security number documentation collected prior to admission.
13. EIV Summary Report(s) until such time as each household member has a status of "verified"
14. Verification of age.
15. Verification of disability.
16. Move In Inspection.

Section Two: Lease

Filed in this order from Current Lease down to Original Lease:

1. Current Lease (security deposit listed on it) with the signed VAWA behind it, House Rules, Pet Rules, signed Pet Addendum and pet documentation if applicable, and any other lease addendums required by the Owner/Agent.
2. Subsequent Lease(s) (security deposit listed on it) with the signed VAWA behind it, House Rules, Pet Rules, signed Pet Addendum and pet documentation if applicable, and any other lease addendums required by the Owner/Agent.
3. Original Lease (security deposit received listed on it) with the signed VAWA behind it, House Rules, Pet Rules, signed Pet Addendum and pet documentation if applicable, and any other lease addendums required by the Owner/Agent.

Section Three: Inspections

Each annual inspection on top in chronological order with the oldest on the bottom.

Section Four: Move In Certification/Permanent Information

Filed from the bottom up so that the signed 50059 is on the top.

1. Move In Certification 50059 signed and dated by the resident(s) and Owner/Agent.
2. Certification worksheet.
3. Initial Notice signed and dated by the resident.
4. EIV Income and Income Discrepancy Report run within 90 days of the Move In Certification transmission to TRACS.
5. Disposed of Assets Declaration.

6. Third party asset verifications and back up documentation for each asset listed on the 50059 in the same order as listed.
7. Third party verification of income (or zero income affidavit questionnaire) from each income source listed on the 50059 in the same order.
8. Third party medical verifications for each medical expense being claimed on the 50059.
9. Student Status Declaration.
10. Signed and dated 9887/9887A.
11. Acknowledgement of receipt of:
 - a. Residents Rights and Responsibilities Brochure.
 - b. FACT Sheet – How Your Rent is Determined.
 - c. EIV & You Brochure.
 - d. 9887/9887-A Fact Sheet
 - e. VAWA Notice (Form HUD-5380).
 - f. VAWA Certification (Form HUD-5382).

Section Five: Annual/Interim/Gross Rent Certifications

Filed with the most recent certification on top and each certification filed in order from bottom up, so that the 50059 is on top with the Gross Rent Change 50059A, that changed the HAP on top of that.

1. Gross Rent Change 50059A that changed the HAP listed on the most recent full 50059 Certification.
2. 50059 signed and dated by the resident(s) and Owner/Agent.
3. Certification worksheet.
4. Initial Notice signed and dated by the resident.
5. Disposed of Assets Declaration.
6. Third party asset verifications and back up documentation for each asset listed on the 50059 in the same order as listed.
7. Third party verification of income (or zero income affidavit) from each income source listed on the 50059 in the same order. EIV Income and Income Discrepancy Report must be used.
8. Third party medical verifications for each medical expense being claimed on the 50059.
9. Student Status Declaration.
10. Signed and dated 9887/9887A.
11. Acknowledgement of receipt of:
 - a. Residents Rights and Responsibilities Brochure.
 - b. FACT Sheet – How Your Rent is Determined.
 - c. EIV & You Brochure
 - d. 9887/9887-A Fact Sheet
12. Recertification questionnaire.
13. 120 Day First Reminder Notice.
14. 90 Day Second Reminder Notice, if applicable.
15. 60 Day Third Reminder Notice, if applicable.

Section Six: Correspondence/Emergency Contact Information

1. HUD Form 92006 on the bottom with correspondence in chronological order above it to most recent on top.

EIV Detail Reports: If you have any Failed Verification Reports, Multiple Subsidy Reports, Deceased Tenants Reports, New Hires Reports retain the “detail” reports with any discrepancy resolutions in the resident file with the most recent 50059 or the Interim 50059 that resulted.

Each Move-Out File must contain the following:

All information from the resident file with the following on top:

1. Security Deposit Disposition letter, dated.
2. Owner/Agent signed and dated 50059A.
3. Move Out Inspection form with date inspected and Owner/Agent signed.
4. Move Out Notice from resident.

Whenever a new family member moves in:

1. Completed application with date and time received by Owner/Agent indicated.
2. Screening for credit worthiness as outlined in the Tenant Selection Plan.
3. Screening for Criminal and Drug screening.
4. Screening for Lifetime Sexual Offender Registration.
5. EIV Existing Tenant Search.
6. Owner Summary Sheet updated with new family member listed on it and with date applicant declaration is verified by Owner/Agent.
7. Family Summary Sheet updated
8. Citizenship Declaration completed, signed and dated by each household member.
9. Verification of eligible citizenship status, SAVE, if applicable.
10. Race and Ethnicity Declaration completed by each household member.
11. Copy of Social Security number documentation collected prior to admission.
12. EIV Summary Report(s) until such time as each household member has a status of “verified”
13. Verification of age.
14. Verification of disability.
15. New Lease and Lease Addendums with the executed and signed with by new family member if 18 years or older.

Interim Certifications to add a new family member:

1. Student status.
2. Disposed of Assets Declaration.
3. Verification of Assets.
4. Verification of Income
5. Completed No-Income Questionnaire for each new adult family member claiming no income.
6. Verification of allowable expenses, if applicable.