



## PROJECT-BASED VOUCHER (PBV) TENANT ELIGIBILITY CHECKLIST

New Hampshire Housing must receive the following information for each applicant for a Project-Based Voucher (PBV) property:

We will need the following forms signed, or filled out and signed, by **ALL** adult household members - **OVER 18** years of age. (These forms are provided.)

- HUD 9886**
- New Hampshire Housing Release**
- Marketing Declaration Form**
- HUD 52675-Debts owed** – one for each adult household member
- If available, a **copy of Criminal Record** for **EACH** family member over **18 years and over** (supplied to New Hampshire Housing by the applicant) or **PBV Criminal Records Report Verification**

We will need the following forms from **EACH** member of the household:

- Citizenship** verification
- Copy of **Social Security card**
- Copy of **Birth Certificate** - If an applicant does not have a copy of their birth certificate there are alternate documents which will be accepted. New Hampshire Housing will accept:
  - A license that contains the name and date of birth date
  - A state non-driver ID
  - A federal or state generated form that shows the person's name and date of birth
- 3<sup>rd</sup> party verification of all **assets** dated within the last 60 days
- 3<sup>rd</sup> party verification of all **income** dated within the last 60 days
- 3<sup>rd</sup> party verification of all **paid medical expenses/child care expenses** dated within the last 60 days

Additional forms needed to complete the package:

- Copy of the **PBV waiting list** with the applicants' names and notes showing selection process
- Completed Request for Tenancy (**RFTA**)

\*\*\*If an applicant indicates that they have had previous rental assistance, further verifications may be required by New Hampshire Housing in order to determine eligibility.

\*\*\*If any of the adult household members are subject to the lifetime registration under the state sex offender laws, the applicant is ineligible for assistance through New Hampshire Housing.

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