PBV-Tenant Eligibility Checklist

New Hampshire Housing must receive the following information for each applicant for a PBV property:

- Updated Marketing Declaration Form (completed and signed within the last 60 days) must be supplied with each applicant file, regardless of when the applicant applied to New Hampshire Housing.
- Copy of PBV waiting list with the applicant’s name on it.
- Citizenship verification for each family member.
- Social Security number verification for each family member.
- Copy of Birth certificates for each family member.
  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.
  If an applicant does not have a birth certificate or any of the alternate documents, New Hampshire Housing will reimburse the client for the cost incurred to obtain the birth certificate (proof of payment/receipt is required).
- Signed HUD 9886 for all family members over 18.
- Signed New Hampshire Housing Release for all family members over 18 years.
- 3rd party verification of all assets dated within the last 60 days.
- 3rd party verification of all income dated within the last 60 days.
- 3rd party verification of all deductions dated within the last 60 days.
- If available, a copy of Criminal Record for each family member 18 years and over (supplied to New Hampshire Housing by the applicant) or PBV Criminal Records Report Verification.
- Self affidavit for release of Criminal record.
- HUD 52675-Debts owed for each family member 18 years and over
- Request for Tenancy form and the W-9.

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 an applicant indicates that they have had any previous drug related or violent criminal activity New Hampshire Housing will require further documentation 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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