

Rural Development

Recertification Letter Status Report

30-60-90 day letter

- Complete
- Make a copy to keep in resident file in the lower left-hand side.
- Give original to resident

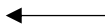
Recertification

- If the resident has not completed recertification by the 20th of the month prior to effective date please send copies of the following paperwork to the Central Office:
 - 30-60-90 day letters
 - Lease termination/violation or eviction filing information
- Market Renter
 - Let us know they are still at market rent and send in recertification to be keyed

See chart below for dates on when to have annual recertification paperwork to the Central Office

Effective Date	Due to Central Office
1/1	11/15
2/1	12/15
3/1	1/15
4/1	2/15
5/1	3/15
6/1	4/15
7/1	5/15
8/1	6/15
9/1	7/15
10/1	8/15
11/1	9/15
12/1	10/15

If resident is on Social Security payments DO NOT complete and return until you receive COLA information



Rental Assistance Assignment Report

- Please check that all Rental Assistance has been assigned
- Assign RA to a current eligible tenant that is at the property
 - See Message #1 and Message #2 on worksheet
 - If no tenant is eligible then assign to the next very-low income applicant on the waiting list.

Summary Report

- Make sure all Move-In and Move-Out's on the report are accurate
- This should be accurate for collecting rent
 - This should match the Ledger Card
 - If it is not accurate please contact Central Office immediately

If you have any questions please contact your RPM