

HUD

Recertification List for Property

1st – 2nd – 3rd Notice

- 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 complete the following and send copies to the Central Office:
 - Form 030B Recertification Non-Compliance Notification
 - Make a copy for resident file and give original to resident
- Market Renter
 - Let the Central Office know they are still at market rent

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

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

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



Rent Roll

- 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