

**Franklin Asset Management Company, Inc.
Forms Index Rural Development & Hud**

(rev. 03/19)

Form #	Form Title	Revision Date	File
Pre-Application & Initial Eligibility Determination			
001	Pre-Application - Hud & RD	12/17	TR
001- S	Pre-Application - Hud & RD - Spanish	12/17	TR
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H002B	Fact Sheet for HUD Assisted Residents (Sec. 202)	06/07	
H003	EIV & You Brochure	07/09	
004A	Authorization to Release Information	09/04	TR
004E	Authorization to Release Information for Employment	09/04	
H004	Release of Information (HUD-9887)	05/07	TR
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H004-C	Supplemental & Optional Contact Info	11/15	TR
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F004T	Veri-Screen Guidelines - RD	03/15	
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005	Waiting List Follow-Up Information	10/94	TR
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F007B-2	TAAH Lease Approval Letters (RD & Attorney)		
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Form #	Form Title	Revision Date	File
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H008-S	HUD Lease - Spanish	03/16	TL
H008-S2	HUD Lease - Somali	09/18	TL
H008A-2	202 Lease - Hometown	06/17	TL
H008A-3	Prac 202 Lease - Marian, Marion, St Matt, KCEOC, Mixon	06/17	TL

Lease Agreement Additions			
H008B	Addendum to Lease - Ineligible Tenant	04/04	TL
H008C	Addendum to Lease - Accessible Unit	04/04	TL
H008D	Addendum to Lease - Household Animal	04/04	TL
H008E	Addendum to Lease - Live-In Aide	04/04	TL
008	VAWA - Notice H-2017-05 (June 30,2017)	09/17	TL
008A	VAWA - Notice of Occupancy Right under the VAWA	9/17	TL
008B	VAWA - Certification of ... and Alternative Documentation	9/17	TL
008F	VAWA - Lease Addendum - VAWA 2005	9/17	TL
009	House Rules - Non-Kentucky	02/05	TL
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011	Race and Ethnic Data	06/17	TR
H011	INS Applicant - Exhibit 3-3: Owner's Notice No. 1	05/03	TR
H011A	INS Applicant - Exhibit 3-5: Declaration Format	05/03	TR
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F037-VA	Virginia Late Fee Addendum	3/14	TL
F037A	Addendum to Lease - Ineligible Tenant	11/01	TL
F037B	Addendum to Lease - Accessible Unit	11/01	TL
F037C	Addendum to Lease - Rental Assistance	12/02	TL
F037D	Addendum to Lease - Lease Extension	09/01	TL
F037DF	Florida Lease Renewal/Rent Change		
F037DFs	Florida Lease Renewal/Rent Change Spanish		
F037E	Addendum to Lease - Live-In Add	04/04	TL
F037F	Addendum to Lease - Smoke Alarm (non-Kentucky)	01/97	TL
F037H	Addendum to Lease - Rural Rental Housing	09/01	TL
F037I	Addendum to Lease - Plan II Interest Credit	09/01	TL
038	Addendum to Lease - Drug Free Housing (non-Kentucky)	10/94	TL
H039	Addendum to Lease - Physical Abuse	10/94	TL
040	Addendum to Lease - Household Animals Guidelines	01/09	TL

Form #	Form Title	Revision Date	File
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Voucher Income Calculation			
012	Authorization to Release Information - Voucher	10/03	TR
012HA	Household Analysis	11/03	TR
012-MHM	Household Analysis (Margaret Hall Manor only)	11/03	TR

Income and Asset Verifications			
013	Zero Income Verification Checklist	07/12	TR
013A	Informal Support Verification	04/08	TR
014	Employment Verification	09/12	TR
014A	Unemployment Benefits Verification	10/10	TR
014B	Employment Termination Verification	12/01	TR
014C	Certification of Non-Income	11/02	TR
014D	Affidavit of Estrangement	05/08	TR
014E	Employment Verification for the Work Number	05/12	TR
015	Social Security Benefits Verification	11/18	TR
016	Public Assistance Verification	04/08	TR
017	Pension/Retirement/Annuity Verification	08/02	TR
017A	Verification of Military Pay	01/05	TR
017B	Verification of Veterans Administration Benefits	01/05	TR
017C	Black Lung Benefit Verification	01/05	TR
018	Self-Employment Verification Affidavit	04/00	TR
018A	New Business Self-Employment Verification Affidavit	07/00	TR
019	Certification of Child Support	10/03	TR
019A	Child Support Verification	12/00	TR
019B	Child Support Payer's Affidavit	04/00	TR
021	Certification of Assets	10/13	TR
022-ebt	EBT Banking Verification	01/16	TR
022	Banking Verification	09/12	TR
023	Child/Dependent/Handicap Care Verification	08/01	TR
024	Disability Verification (for Reasonable Accommodation)	07/02	TR
024A	Verification for Assistance Expense	01/05	TR
025	Medical Expenses Verification	02/09	TR
025NP	Non Prescription Medical Expense Verification	12/03	TR

Form #	Form Title	Revision Date	File
026-B	Student Status Affidavit	02/19	TR
H026C	Parent/Guardian of Independent Student	10/07	TR
026-D	Verifi. of Independ. Student Status/Financial Assist.	02/19	TR
TC026D	Verifi. of Independ. Student Status/Financial Assist.	06/06	TR
027	Residency History Verification	01/02	TR
H027-A	Certificate of Domestic Violence	01/09	Sep.File

EIV Information			
H003	EIV & You Brochure		
H003-A	EIV Use Policy	03/19	
H003-B	Annual EIV Information Binder - cover page	03/19	
H003-C	Master Binder Admin. Information and Signatures	03/19	
H099-EIV	Where to File EIV Reports - laminated form	03/19	

Recertification Information			
F029	Recertification Letter Status Report	10/18	
H029	Recertification List for Property	10/18	
030	Recertification Personal Interview	07/12	TR
030A	Recertification Completion Notification	04/01	TR
030B	Recertification Non-Completion Notification	12/13	TR
H030	Recap Sheet	11/14	TR
031	Income/ Allowance Worksheet	03/16	TR
F032	Tenant Certification - RD	08/11	TR
H032	Tenant Certification - Hud Manual for Move In	03/15	TR
H032B	Annual Recertification Initial Notice	08/07	TR
H033	Existing Tenant Search or Interim Income Report	05/17	TR
H033A	Notice of Potential Rental History Conflict - Applicant	02/12	
H033B	Notice of Potential Rental History Conflict - Resident	02/12	
H033C	Notice of Requirements to Sign Forms	02/12	
H033D	Self-Certification - EIV Discrepancy - Employment	02/12	
H033E	Self-Certification - No Social Security Number	02/12	
H033F	Resident Notice - No Social Security Number	02/12	
035	Tenant File Maintenance	10/09	TR
035-A	Move-Out Checklist	11/17	TR
037	Receipt of MI Handouts	03/18	TL

Form #	Form Title	Revision Date	File
037A	Resident Rights and Responsibilities Brochure		

Move In Paperwork			
037	Receipt of MI Handouts	03/18	
037A	Resident Rights and Responsibilities Brochure		
039	Rules Regarding Installation of Satellite Dishes	11/01	TL
041	Next of Kin Disclosure	05/03	BR
042	Utility Authorization	03/19	BR
043	Inspection (Move-In/Move-Out/Scheduled)	01/19	BR
044	Deposit Agreement	06/08	TL
044A	Security Deposit Acct Info (landlord/tenant act areas only)	02/19	TL
044A-FL	Security Deposit Acct Info FLORIDA ONLY	02/19	
H045	Unit Vacancy Report	10/18	
H045-A	Vacant Ready Units Over 30 Days	07/17	
046	Energy Conservation Letter	01/00	
046A	Moisture Reduction Tip Sheet	01/05	
046R	Radon Testing Disclosure - Illinois Properties	03/12	TL

Reasonable Accommodation Series			
047	Reasonable Accommodation - How to Process a Request	11/12	TL
047A-1	Guide for Requesting Reasonable Accommodation	06/06	TL
047A-2	Procedures & Guidelines - Responding to Requests	06/06	TL
047B	Request for Reasonable Accommodation	11/12	TL
047B-1	Request for Additional Accommodation	11/12	TL
047C	Reasonable Accommodation Verification	11/12	TL
047C-1	Live-In Aide Request Verification	11/12	TL
047C-2	Request for a Meeting	11/12	TL
047C-3	Assistive/Service/Support/Therapy Animal Verification	11/12	TL
047C-4	Alternative Accommodation for Reasonable Request	11/12	TL
047D	Approval of Request for Reasonable Accommodation	11/12	TL
047E	Denial of Request for Reasonable Accommodation	11/12	TL
047F	Reasonable Accommodation Request Log	11/12	
048	Addendum to Transition Plan - Accessible unit	07/04	TL

Form #	Form Title	Revision Date	File
Move-Out Process			
035-A	Move-Out Checklist	11/17	
074-L	Preperation of Vacant Units	01/13	
050	30-Day Move-Out Notice		TL
051	Move-Out Letter & Cost Sheet	06/08	TL
052	Refund of Security Deposit Worksheet	07/16	TL
056	Apartment Turn-Over Check List	04/05	
056-a	Housing Quality Standards Information	12/18	

Resident Balances			
036	Invoice for Billing Residents	01/97	BL
054	Agreement to Repay	03/15	BL
054 - FL	Agreement to Repay - Florida	07/12	BL
055	Delinquent Balance Letter	01/05	BL

Check Sheets			
057	Check Sheet - Smoke Alarm	12/02	
057A	Check Sheet - Fire Extinguisher	12/02	

Insurance - Property & Liability			
059	Incident Report - Non-Employee	01/05	
060	Incident Report - Property Damage	02/05	
060A	Notice to Vacate - Due to Non-Payment of Property Damage	10/10	

Intent to Enter			
062	Intent to Enter - 48 Hour Notification	09/04	
062 - Spanish	Intent to Enter - 48 Hour Notification - Spanish	01/97	

Accounts Payable Forms			
061A	Purchase Order Log	01/97	
063	Petty Cash	10/94	
063A	Expense Report	10/94	

Form #	Form Title	Revision Date	File
063B	Check Request	10/94	
L073	Purchase Order	01/05	
L073-C	Independent Contractor Agreement	11/03	
L-XXX	Payment Request	01/05	

Complaints, Lease Violation, Attorney			
065	Complaint Form	03/15	Sep. File
066	Notice of Lease Violation	01/09	BL
066 - Spanish	Nota de la Infracción Arrendamiento	01/09	BL
066A	Attorney Coversheet - Barnett	02/08	BL
066B	Attorney Coversheet - Non-Barnett	01/97	BL
066I	Ineligible Notice to Vacate	06/18	BL
067	Witness List	01/97	BL
F067A	Notice of Non-Payment of Rent (RD-KY)	01/09	BL
F067A1	Notice of Lease Termination	01/09	BL
F067A2	Notice of Non-Payment of Rent/Voucher Program	01/09	BL
F067A3	Three Day Notice FL ONLY	03/18	BL
F067C	Notice of Lease Termination RD - TN	01/09	BL
F067D	Notice of Lease Termination RD - FL	01/09	BL
F067E	Notice of Lease Termination RD - IL	12/07	BL
F067F	Notice of Lease Termination RD - IN	01/09	BL
F067G	Notice of Non-Compliance RD - VA	03/14	BL
F067G-T	Notice of Lease Termination RD - VA	03/14	BL
F067G-VA-21	VA Twenty-One Day Notice	01/19	BL
H067A	Non-Payment Notice HUD/URLTA	01/09	BL
H067B	Non-Payment Notice HUD/Non-URLTA	01/09	BL
068	Unauthorized Occupant Letter	01/97	BL
068A	Declaration of Residence	11/95	BL
069	Letter of Abandonment	12/09	BL
070	Removal of Occupant	01/05	TL

Community Contact Letters			
F071	Elderly/Family 1&2 Bdrm - Basic Rent	12/12	
F071A	Elderly/Disabled 1Bdrm - Basic Rent	12/12	
F071B	Family 1,2,3 Bedroom - Basic Rent	12/12	

Form #	Form Title	Revision Date	File
F071B	Family 1,2,3 Bedroom Florida Only	01/16	
F071C-IL	Family 1,2 Bedroom - 100% Rental Assistance	01/13	
F071D	Elderly/Disabled 1,2 Bdrm - 100% Rental Assistance	12/12	
F071E	Wholly Physically Disabled 1 BR	12/12	
F071F	Family 1,2 Bedroom - Basic Rent	12/12	
F071G	Family 2 Bedroom - Basic Rent	12/12	
F071H	Elderly Eff,1,2 Bedroom - 100% Rental Assistance	12/12	
H072A	1,2,3,4 Bedroom	01/13	
H072B	Elderly - 1 Bedroom	01/13	

Waiting List			
073	Waiting List	11/12	
073	Waiting List IL Only	01/13	
079	Update Waiting List	01/13	
H080	Remove from Waiting List - HUD	10/94	
F080A	Remove from Waiting List - RD	01/13	

Employee			
074	Time Sheet	01/03	
074-TN-IL	Time Sheet - Tennessee & Illinois	01/03	
075M	Employee Warning Report	9/10	
086	Receipt of Petty Cash	08/12	
086-RC	Rent Concession Agreement	07/03	TL
Non-Employee			
086-RC-C	Rent Concession Agreement - Courtesy Officer	03/07	TL
086-RC-D	Duties List - Courtesy Officer	03/07	TL

Hiring Packet Information			
074A	Application for Employment	08/12	
074B	I-9 Form	08/09	
074C	W-4 Form	annually	
074D	Direct Deposit Instruction Form	01/05	
074E	Drug Free Policy	08/12	
074E-1	Acknowledgment of Receipt of Drug Free Policy	02/97	

Form #	Form Title	Revision Date	File
074G	Rental Manager Job Description	01/13	
074H	Maintenance Personnel Job Description	01/13	
074I	Fair Housing Policy	01/05	
074J	Sexual Harassment Policy	09/10	
074K	Safety Rules for On-Site Personnel	03/04	
074L	Unit Preparation Guidelines	01/13	
074L-A	Unit Preparation Guidelines Acknowledgment	08/12	
074M	RPM Job Description	01/13	

Occupancy & Move-Out Tracking			
075	Rental Activity Report	08/08	
075A	Move-Out/Move-In (Turnover) Status Report	annually	

Property Maintenance			
083	Summerization Report	01/05	
084	Winterization Report	01/05	
085	Inventory Control Log	01/97	
100	Community Maintenance Checklist	07/10	

Form Series			
081	Supplies Requisition - Fam Forms		
076	Farmers Bank Deposit Envelopes - Blue		
Safeguard Form Series			
077	Ledger Cards - Tenant		
078	Rent Journal Sheets		
087	Maintenance Request Work Order		
088	Maintenance Journal Log		
089	Maintenance Record Card		
N/A	Rent Receipts		order
N/A	Rent Binder		with
N/A	Maintenance Binder		P.O. #

Laminated Job Aides

Form #	Form Title	Revision Date	File
H099	HUD Move-In Folder (front)/Resident Folder (back)	08/04	
H099-EIV	Where to File EIV Reports	03/19	
F099	RD/KY Move-In Folder (front and back)	02/03	
F099-TC	RD/KY Tax Credit Move-In Folder (front and back)	02/03	
F099-TCA	RD/KY Tax Cr.(non-KHC) Move-In Folder (front and back)	02/03	
F099-MHM	RD/KY Marg.Hall Man. Move-In Folder (front and back)	11/03,01/05	
099	HUD & RD Paperwork Subm Guidelines (front and back)	03/19	

Resident Selection and Transfer Policies			
F103	Resident Selection Plan - RD	03/18	
H103	Resident Selection Plan - Hud	9/18	
H103 - PRAC	HUD Resident Selection	9/18	
F105	Transfer Policy - RD - Rural Development	11/11	
H105	Transfer Policy - Section 8 Properties	11/11	
105-RC	Transfer Policy - Ridgecliff Apartments	07/04	
105-TC	Transfer Policy - Tax Credit Properties	07/04	

Resident Grievance			
F106	Resident Grievance Complaint Form - RD	03/06	
F106-A	Resident Grievance Procedures - RD	10/05	
F106S-A	Resident Grievance Procedures - RD - Spanish	10/05	
H106 - Hud	Resident Grievance Procedures & Complaint Form - Hud	03/06	
H106 - Khc	Resident Grievance Procedures & Complaint Form - Khc	03/06	

Bulletin Board			
102	Required Bulletin Board Information	11/18	
040-BB	Pet Policy	11/18	
040A-BB	Animal Policy Assistive and Therapy	11/18	
114	Lock Out Procedures	11/18	
120	LEP Procedures	10/18	
074-I-B	Fair Housing Policy - Bulletin Board	10/18	
F090	USDA Non-Discrimination Statement	10/18	

<u>Form #</u>	<u>Form Title</u>	<u>Revision Date</u>	<u>File</u>
Pest Management			
110	Integrated Pest Management - Policy	09/12	
110-A	Integrated Pest Management - Information Sheet	09/12	
110-B	Preperation Guide - Bed Bug	09/12	
110-C	Preparation Guide - Cockroach	09/12	

Automatic Rent - Elderly Designated Properties Only			
115	Automatic Rent - Authorization	03/15	
115-C	Automatic Rent - Change Form	03/15	

Resident File Folder Instruction			
TR = Top Right Handside of the Resident's File Folder			
TL = Top Left Handside of the Resident's File Folder			
BR = Bottom Right Handside of the Resident's File Folder			
BL = Bottom Left Handside of the Resident's File Folder			

Form Number Coding & Definition			
##	=	Used by All Property Types	
H	=	Hud Property Use Only	
F	=	Rural Development (RD) Property Use Only	
TC	=	Tax Credit Property Use Only	