

RURAL DEVELOPMENT

Paperwork Submission Guidelines

Move-In

1. 035 * Tenant File Maintenance
2. F032 * Tenant Certification
3. 031 * Income/ Allowance Worksheet
4. * All Income & Asset Verifications
5. * All Deduction Verifications

Recertification

1. 035 * Tenant File Maintenance
2. F032 * Tenant Certification
3. 031 * Income/ Allowance Worksheet
4. * All Income & Asset Verifications
5. * All Deduction Verifications

Transfer

1. 035 * Tenant File Maintenance
2. F032 * Tenant Certification

Assigning Rental Assistance

1. F032 * Tenant Certification
2. 035 * Tenant File Maintenance

Move-Out

1. 035-A Move-Out Paperwork Check-List
2. 035 * Tenant File Maintenance
3. 052 * Refund of Security Deposit
4. 077 Ledger Card *(all originals since move-in)*
5. 041 Next of Kin
6. 050 30-day Move Out Notice
7. 043 Move-Out Inspection
8. 043 Move-In Inspection

* These items are to be emailed/dropboxed to the Central Office **the day of** move-out, move-in, transfer or assignment of rental assistance.

All Rural Development paperwork should be emailed/dropboxed to the Central Office, no faxing.

Entire move-out packets are to be mailed to the Central Office within 10 days of move-out after emailing/dropboxing items 2 & 3.

HUD

Paperwork Submission Guidelines

Move-In

1. H032 * Tenant Certification
2. H030 * Recap Sheet
3. 035 * Tenant File Maintenance
4. * All Income & Asset Verifications
5. * All Deduction Verifications
6. H045 * Unit Vacancy Report

(For vacancy exceeding 30 days, include copy of waiting list & proof of advertising.)

(Apartments should be made ready to rent within 5-7 days.)

Annual

1. H030 * Recap Sheet
2. * All Income & Asset Verifications & EIV
3. * All Deduction Verifications

Interim

1. H030 * Recap Sheet
2. * All Income & Asset Verifications & EIV
3. * All Deduction Verifications

Transfer

1. H030 * Recap Sheet
2. 035 * Tenant File Maintenance
3. H045 * Unit Vacancy Report

(For vacancy exceeding 30 days, include copy of waiting list & proof of advertising.)

Move-Out

1. 035-A Move-Out Paperwork Check-List
2. 035 * Tenant File Maintenance
3. 052 * Refund of Security Deposit
4. 077 Ledger Card *(all originals since move-in)*
5. 041 Next of Kin
6. 050 30-day Move Out Notice
7. 043 Move-Out Inspection
8. 043 Move-In Inspection

Prac Move-Out Paperwork

1. 035-A Move-Out Paperwork Check-List
2. 035 * Tenant File Maintenance
3. 052 * Refund of Security Deposit
4. 077 Ledger Card *(all originals since move-in)*
5. 041 Next of Kin
6. 050 30-day Move Out Notice
7. 043 Move-Out Inspection
8. 043 Move-In Inspection
9. Copy of signed move-in 50059
Copy of signed 044 Security Deposit Agreement

(Apartments should be made ready to rent within 5-7 days.)

* These Items are to be emailed/dropboxed to the Central office the day of move-out, move-in, annual, interim and transfer.

All Hud paperwork should be emailed/dropboxed to the Central Office, no faxing.

Entire move-out packets are to be mailed to the Central Office within 10 days of move-out after emailing/dropboxing items 2 & 3.