

RURAL DEVELOPMENT CHECKLIST

Name: _____

Date: _____

FORM #	APPLICATION PROCESS	DATE SENT	DATE RETURNED	FORM #	RECERTIFICATION PROCESS
005	Waiting List Follow-Up	_____	_____		First Reminder
001	Pre-Application	_____	_____		Second Reminder
	Social Security Card	_____	_____	030	Resident Recert. Personal Interview
	Photo I.D.	_____	_____		Social Sec. Card (new members)
F002A	Placement by Income Letter	_____	_____		Photo I.D. (new members)
004A	Authorization to Release Information	_____	_____	004A	Authorization to Release Information
008A	VAWA Notice	_____	_____	008A	VAWA Notice
008B	VAWA Certification	_____	_____	008B	VAWA Certification
*****	ELIGIBILITY	_____	_____	043	Annual Inspection
026B	Student Affidavit	_____	_____	041	Update Next of Kin
026D	Verification of Student Status	_____	_____		Update Animal Shot Record
027	Residency History	_____	_____		
004T-1	VeriScreen Application	_____	_____		
*****	INCOME/ASSET VERIFICATION	_____	_____	*****	INCOME/ASSET VERIFICATION
013	Total Hshld Informal Support Affidav.	_____	_____	013	Total Hshld Informal Support Affidav.
013A	Informal Support Verification	_____	_____	013A	Informal Support Verification
014	Employment Verification	_____	_____	014	Employment Verification
014A	Unemployment Benefits Verification	_____	_____	014A	Unemployment Benefits Verification
014B	Employment Termination Verification	_____	_____	014B	Employment Termination Verification
014C	Certification of Non-Income	_____	_____	014C	Certification of Non-Income
014D	Affidavit of Estrangement	_____	_____	014D	Affidavit of Estrangement
016	Public Assistance Verification	_____	_____	016	Public Assistance Verification
017	Pension/Retire/Annuity Verification	_____	_____	017	Pension/Retire/Annuity Verification
017A	Military Pay Verification	_____	_____	017A	Military Pay Verification
017B	Veteran's Benefits Verification	_____	_____	017B	Veteran's Benefits Verification
017C	Black Lung Benefit Verification	_____	_____	017C	Black Lung Benefit Verification
018	Self-Employment Affidavit	_____	_____	018	Self-Employment Affidavit
018A	New Business Affidavit	_____	_____	018A	New Business Affidavit
019	Child Support Certification	_____	_____	019	Child Support Certification
019A	Child Support Verification	_____	_____	019A	Child Support Verification
019B	Child Support Payer's Affidavit	_____	_____	019B	Child Support Payer's Affidavit
021	Certification of Assets (all 18 or older)	_____	_____	021	Certification of Assets (all 18 or older)
022	EBT Banking Verification	_____	_____	022	EBT Banking Verification
022	Banking Verification	_____	_____	022	Banking Verification
	Real Estate Verification	_____	_____		Real Estate Verification
	Stocks/Bonds Verification	_____	_____		Stocks/Bonds Verification
*****	DEDUCTION VERIFICATION	_____	_____	*****	LEASE EXTENSION
023	Child/Handicap Care Verification	_____	_____	F037D	Add-Lease Extension
024	Disability Verify for Reas. Accommod.	_____	_____	*****	CENTRAL OFFICE PAPERWORK
024A	Verification for Assistance Exp.	_____	_____	031	Income/Allowance Worksheet
024B	Disability Verify for Program Eligibil.	_____	_____	032	Tenant Certification
025	Medical Expenses Verification	_____	_____	035	Tenant File Maintenance
025NP	Non-Prescription Expense Verification	_____	_____		All Income & Asset Verification
		_____	_____		All Deduction Verification

MOVE-IN CHECKLIST

___	F007	Lease	___	037	Receipt of Handouts	___	043	Move-In Inspection
___	008F	VAWA Lease	___	F037C	Rental Assistance	___	044	Security Deposit Agreement
___	011	Ethnic/Racial Data	___	F037H	Rural Rental Housing	___	046	Energy Conservation
___	031	Income/Allow. Worksheet	___	F037I	Plan II	___	046A	Moisture Reduction
___	032	Tenant Certification	___	041	Next of Kin	___	047A	Procedures & Guidelines
___		Utility Receipt	___	042	Utility Authorization	___	077	Ledger Cards - Tenant
						___	110A	Integrated Pest Mngmt.

ADDENDUMS WHERE APPLICABLE

___	F037A	Add-Ineligible Tenant
___	F037B	Add-Accessible Unit
___	F037E	Add-Live-in Aide
___	F040	Add-Household Animal

ADDITIONAL PAPERWORK FOR

IN, IL, VA, TN, FL		
___	009	House Rules
___	037F	Add-Smoke Alarm
___	038	Add-Drug Free Housing