

HOME PROGRAM COMPLIANCE CHECKLIST

(Use a separate Checklist per Applicant/Tenant)

NAME: _____ Phone #: _____

Unit #: _____

PRELIMINARY ELIGIBILITY DETERMINATION

<u>Required</u>	<u>Completed</u>	
_____	_____	Completion of Applicant/Tenant Questionnaire
_____	_____	Explanation of HOME Program and Requirements
_____	_____	Rental Application Completed and Approved

INCOME/ASSET VERIFICATION (telephone verification as interim measure only)

<u>Required</u>	<u>Completed</u>	
_____	_____	Current Year's Tax Return
_____	_____	Income Verification (employed person)
_____	_____	Income Verification (self-employed person)
_____	_____	Copy of Tax Returns (self-employed only)
_____	_____	Social Security Benefits Verification
_____	_____	Certification of Child Support/Alimony
_____	_____	Copy of substantiating documents (divorce decree, NOTARIZED statement from the Courts, Attorney or Paying Party)
_____	_____	Asset Verification(s) or Under \$5,000 Asset Certification
_____	_____	Student Status / Financial Assistance Verification
_____	_____	Periodic Monetary Assistance Verification
_____	_____	Public Assistance Verification (TANF or other similar programs)
_____	_____	Public Housing Authority Statement
_____	_____	Unemployed Affidavit / Zero Income Certification
_____	_____	Employment Termination Verification
_____	_____	Estrangement / Separation Certification
_____	_____	Affidavit of Pregnancy Household Composition

COMPLETION OF CERTIFICATION OF RESIDENT ELIGIBILITY

<u>Required</u>	<u>Completed</u>	
_____	_____	ALL occupying household member's listed and personal information entered
_____	_____	Each household member 18 years or older, (or if under 18 and Head, Spouse or Co-Head) income/asset information entered in appropriate places (ALL blanks completed, \$0 or "N/A")
_____	_____	ALL figures totaled and eligibility determination made
_____	_____	ALL occupying household members, 18 years or older, (or if under 18 and Head, Spouse or Co-Head) MUST sign/date

COMPLETION OF LEASE AGREEMENT

<u>Required</u>	<u>Completed</u>	
_____	_____	ALL Tenants occupying unit listed in Lease Agreement, regardless of age
_____	_____	Sign and date the same date as on the Tenant Income Certification
_____	_____	ALL Co-Applicant/Tenants sign and date the Lease Agreement