Additional Items to Check in File

A. HOUSEHOLD INFORMATION

1. Is Application Signed/Dated (18 yrs +) Yes ☐   No ☐
Application contains Date/Time when it was received? Yes ☐   No ☐ (Date/Time for applications received after 9/24/07) N/A☐

2. Current version of Supplement to Application form is in the file? Yes ☐   No ☐   (OMB Exp. 2/28/19 effective 5/9/16)

4. If applicable, is there a Live in Aide addendum in file? Yes ☐   No ☐

8. Is the correct version of the Race and Ethnicity data in the file? Yes ☐ No ☐ (OMB Exp 6/30/17 effective 2/17/15)

9. Are the correct addresses listed on the HUD-9887 form? Yes ☐   No ☐ (HUD SF address effective 6/1/2016, LOMOD effective 12/1/17)

10. For Lead Based Paint only: If property was built prior to 1978 (elderly/disabled excluded if no 6 yrs or younger household member)

12. Failed EIV Prescreening   Yes ☐   No ☐   N/A☐   EIV Failed Verification   Yes ☐   No ☐   N/A☐

B. VERIFICATION

2. Make sure all citizenship documents are in the file and completed/signed/dated for each household member.
☐ Citizenship Declaration Form and verification of citizenship   ☐ Verification Consent Format (eligible noncitizen under 62)
☐ Owners Summary of Family   ☐ Family Summary Sheet
☐ SAVE Verification (eligible noncitizen under 62) Make sure Alien Registration Card is not expired

3. and 4. Is there criminal and state lifetime sex offender registration in the file? (Required after 10/29/2002). Yes ☐   No ☐

6. If applicable, is there verification in the file for disability and/or student. Yes ☐   No ☐
    Is there student status determination at MI and every AR: Yes ☐   No ☐

C. LEASE

1. Is the Initial Lease Term 1 year? Yes ☐   No ☐   Is the Pro-Rated Rent Amount correct? Yes ☐   No ☐ (MI only)
    NSF and Key Fees approved? Yes ☐   No ☐
    OMB Model Lease   Yes ☐   No ☐
    If not OMB is it HUD approved   Yes ☐   No ☐ ☐

3. The the current version of VAWA in the file? (expiration 6/30/17, effective 3/1/16) Yes ☐   No ☐
Is the current version of House Rules in the file?   Yes ☐   No ☐
Is the current version of Pet Rules in the file?   Yes ☐   No ☐

4. Compare Security Deposit amount on the current 50059 to Original Lease, Current Leaes and MI TTP. Do all amounts match?
Yes ☐   No ☐

7. Is the Decent Safe Sanitary language on the Move-In Inspection form? (effective 7/01/07) Yes ☐   No ☐

D. CERTIFICATION/RECERTIFICATION ACTIVITIES

1. Does the file contain the required recertification notices? Yes ☐   No ☐   Initial ☐   120 ☐   90 ☐   60 ☐ Day

2. Tenant/Owner signature date on HUD-50059 is prior to effective date? Yes ☐   No ☐

    Is Gross Rent in file? Yes ☐   No ☐   N/A ☐

5-11. Are all verification dates within 120 days from the effective date of the certification? Yes ☐   No ☐   It is highly recommended to date stamp all verifications received from tenant/third-party.

Additional Items to Check in File

8. Is CA Climate Credit included as Income on the HUD-50059? Yes ☐   No ☐   No UA at property/Different provider ☐

Electric Bill Provider Credit Applied to Bill (Annual Amounts listed)
MI and IC – effective 3/19/19, AR effective – 6/1/19 (for 2019)

	2018	2019
SDG&E	$67.00	$63.00
PG&E	$79.00	$55.00
Liberty Utilities	$59.00	$92.00
SCE	$72.00	$ 66.00
Pacific Power	$254.00	$319.00

Natural Gas Bill Provider Credit Applied to Bill (Annual Amounts listed)

	2018	2019
SDG&E**	$15.00	$19.00
PG&E		$25.00
Southwest Gas		$25.00
So Cal Gas**	$26.00	$ 24.00

**If MI was prior to 10/1/18, 2018 amount needs to be added to 2019 amount.

17. Is EIV Income/Discrepancy report in file for AR/IR? Yes ☐   No ☐   N/A ☐
    Is Income Report in the file for MI within 90 days after submission to TRACS to verify income? Yes ☐   No ☐
    MI 90 days has not expired ☐   Not a MI file ☐

E. BILLING

1. Are current Income Limits reported on HUD-50059? Yes ☐   No ☐

G. APPLICANT REJECTION REVIEW ONLY

1. Does the Application Date and Time match the Waiting List Date and Time? Yes ☐   No ☐
    Is a Rejection/Denial/Removal Letter sent to the applicant and copy kept in the tenant file? Yes ☐   No ☐
    Does Date/Time of Rejection on Waiting List match the rejection letter sent to the applicant? Yes ☐   No ☐
    Is the Notice of Occupancy sent to the applicants with the Rejection Letter? Yes ☐   No ☐