**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.

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)

2018 2017

SDG&E $67.00 $59.00

PG&E $79.00 $35.00

Liberty Utilities $59.00 $47.00

SCE $72.00 $ 62.00

Pacific Power $254.00 $214.00

15. Were Utility Reimbursements provided to tenant within 5 days from HAP received date? (verify last 12 months or length of time eligible for utility reimbursement). Yes  No  N/A

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 the Rejection/Denial/Removal Letter provide the applicants an opportunity to appeal? 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