

## Section 8 - Interim Recertification

### Filing Order

Property Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Unit Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_

#### Verifications

##### Summary

- Calculation Worksheets
- Certification Tracking Sheet
- Interim Change Form
- EIV Income Report

##### Income

- Employment
- Self-Employment
- Unemployment
- Public Assistance
- Zero Income
- Contribution/Gift
- Child Support
- Social Security/SSI/Pension
- Other \_\_\_\_\_

##### Assets

- Checking/Savings/Money Market
- Certification of Deposit
- Annuity
- Insurance
- Stock/Bonds
- Real Estate
- Other \_\_\_\_\_

##### Expense

- Childcare
- Medical/Dental
- Insurance Premiums
- Medical Assistance/Spenddown
- Over the Counter (OTC)/Prescriptions
- Prescriptions

#### Other Possible Changes

##### Status

- Disability/Handicap Verification
- Educational Status
- Student Certification - Section 8

##### When Adding Household Members

- Divestiture of Assets \*
- Addendum to Application
- Housing Application
- Authorization 9887 & 9887A
- Income Verification Agreement
- Receipt of Documents
- Family Summary Sheet
- Ethnicity and Racial Data Form
- Applicant/Tenant Declaration
- INS Verification (if Non-Citizen)
- Copies of Social Security Card
- Copies of Birth Certificate
- Rental/Credit/Criminal History
- EIV Existing Tenant Search
- HUD 92006 - Supplement to Application

##### When Removing Members of Household

- Notice to Vacate (forwarding address)

#### Notes:

**Government Data Practices Act (GDPA) and/or Suballocator Form must be signed by any new member 18 years of age or older = New tenant must sign ORIGINAL GDPA/Suballocator completed at**

## INTERIM CHANGE FORM (TENANT)

Property Name: \_\_\_\_\_ Date: \_\_\_\_\_

Household Name:	Last 4 Digits of SS Number: XXX – XX - _____
Resident's Address:	Resident's Unit Number:

Any changes to your household's status must be reported in writing to management.  
Please check **ALL** boxes that include the change(s) to your household's status:

<input type="checkbox"/>	I would like to add a member to my household (You must have prior Approval from Management before a person can move in. An adult member must complete the application process.)												
<input type="checkbox"/>	I had a baby or will be getting custody of my children <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">Name of Child(ren):</th> <th style="width: 50%;">Date of Birth(s):</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name of Child(ren):	Date of Birth(s):										
Name of Child(ren):	Date of Birth(s):												
<input type="checkbox"/>	My household's income has changed Please explain the change(s):												
<input type="checkbox"/>	My household's expense has changed Please explain the change(s):												
<input type="checkbox"/>	An adult member of my household is now/will be a student Name of Student: _____ Date of Enrollment: ____ / ____ / ____ Name and Address of School: _____												
<input type="checkbox"/>	A member of my household has vacated <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 33%;">Name(s)</th> <th style="width: 33%;">Date Vacated:</th> <th style="width: 33%;">New Address:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name(s)	Date Vacated:	New Address:									
Name(s)	Date Vacated:	New Address:											
<input type="checkbox"/>	Other Changes:												

I hereby certify the information provided above is accurate and complete to the best of my knowledge.  
I understand that providing false or misleading information may subject me to criminal penalties.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper

use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208(a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 U.S.C. Section 408 (a) (6), (7) and (8).