

Section 811 Move in/Recertification Checklist

Name: _____

Unit # _____

This checklist must be used when submitting a package to the Agency for approval. Submissions must be in the exact order as they appear below. Please check off the items that pertain to the applicant as they are placed in the package.

MANDATORY ATTACHMENTS

Checklist
NJHMFA Transmittal Sheet
Section 811 PRA Tenant Referral Coversheet
9887 & 9887A Authorization form (Signed and dated by all adult members)
811 PRA Lease

ASSET VERIFICATION

Banking Verification letter OR Checking statements (6 month average)
Savings accounts (CD, IRA, credit unions, money market, debit/cash cards through social service, state or government agencies and all other entities) Document current interest rate
Savings bonds, stocks, mutual funds (One year rate of return)
Whole or Universal life insurance, Annuities – 3rd party verification to include current annual dividends and interest
Real estate – Market Analysis or appraisal – Zillow is not acceptable (market value minus any closing costs or mortgage)
Other Assets not listed above
Disposal of Asset Form

INCOME VERIFICATION

Employment Verification form **and** four to six consecutive current pay stubs
Termination of Employment letter
Social Security/SSI/Disability Current Proof of Benefits Letter
Pension Current Proof of Benefits Letter
Public Assistance Verification and/or Aid to Families with Dependent Children
Child Support/Alimony Verification (Copy of support order for each child)
Unemployment Verification or Workman's Compensation
Certification of Zero Income (as applies to all applicants over 18)
Long Term Care Insurance
Self Employment/Business to include 3 years of Federal Tax Returns (including all schedules)
Military Income Verification
Income Tax Form
Other income not listed above

MEDICAL DEDUCTIONS AND OTHER ALLOWANCES

Pharmacy bills, UNPAID Doctor/Dentist bills, BC/BS, Long Term Care or other insurance coverage
Refer to HUD 4350.3 Exhibit 5-3
Childcare Verification Signed by applicant and care provider

OTHER

Social Security cards
Student Status Verification
Birth Certificates for all members of the household

ALL VERIFICATION FORMS MUST BE SIGNED, DATED, COMPLETED AND CANNOT BE OVER 120 DAYS OLD.

Submitted By: _____

Date: _____