



****REMINDER to upload documents to Devco, you MUST ONLY use 811 File Audit Category corresponding with checklist headers****

A. Project Documents

1. Property Records - Documents in this section must be scanned in this order and placed in one file named: Property Records

A.1.01		811 Management Questionnaire (PC-811-02)
A.1.02		Current and Prior Year approved rent schedules
A.1.03		Current Rent Roll with original Move-In Dates (include transfer dates if applicable)
A.1.04		Current Unit Vacancy Report
A.1.05		Approved HAP Vouchers for current and prior 11 months
A.1.06		811 Tenant Selection Plan Addendum
A.1.07		Utility Allowance Schedule currently effective and in use

2. EIV Access - Documents in this section must be scanned in this order and placed in one file named: EIV Access

A2.01		811 EIV Access Questionnaire (PC-811-03)
A.2.02		EIV Policies and Procedures
A2.03		EIV Recertification Streamlining Schedule (if applicable)
A.2.04		Owner Approval Letter for EIV Access for the Coordinator(s)
A.2.05		Original & Current EIV Coordinator Authorization Access Form(s) (CAAF)
A.2.06		Original & Current EIV User Authorization Access Form(s) (UAAF)
A.2.07		Current Rules of Behavior for Any Staff with Access to EIV Data
A.2.08		Current Certificate of Completion for Cyber Awareness Training for Any Staff with Access to EIV Data
A.2.09		If any FORMER staff members ran any EIV reports included in ANY audit upload, all applicable above documents must be included

3. EIV Master Binder - EIV Master Binder Reports must be ran within the last 12 months - This section must be scanned in this order and as one (1) upload named: EIV Master Binder

A.3.01		New Hire Summary Report(s) - Must be run at least Quarterly
A.3.02		Multiple Subsidy Report(s) - Must be run at least Quarterly
A.3.03		Failed EIV Pre-Screening Report(s) - Must be run Monthly
A.3.04		Failed Verification Report(s) - Must be run Monthly
A.3.05		Deceased Tenant Report(s) - Must be run at least Quarterly
A.3.06		No Income Reported on 50059 (if Applicable according to O/A Policies and Procedures)
A.3.07		No Income Reported by HHS or SSA (if Applicable according to O/A Policies and Procedures)





B. Tenant Files

1. Move-In Certification - Documents in this section must be scanned in this order and placed in one file named: Resident First and Last Name MI Cert

B.1.01		HUD-50059 Move-In Certification (Original and Corrected Versions, if applicable)
B.1.02		Application
B.1.03		Tenant Sworn Income and Asset Statement (PC-E01)
B.1.04		Verification(s) of Income
B.1.05		Verification(s) of Assets
B.1.06		Verification(s) of Eligible Deductions
B.1.07		Self-Certification of Disposed of Assets
B.1.08		Student Certification (PC-E42)
B.1.09		Verification(s) for Students (if Applicable)
B.1.10		HUD-9887 and HUD-9887-A
B.1.11		Verification(s) of Disability
B.1.12		Verification(s) of Age(s)
B.1.13		Verification(s) of Social Security Number(s)
B.1.14		Lifetime Sex Offender search
B.1.15		Initial Notice for Annual Recertification
B.1.16		HUD Model Lease (HUD-92236-PRA)
B.1.17		Live-in Aide Addendum (If Applicable, include all approved documents - Approved Reasonable Accommodation Request, application, Criminal Background Check, Verification of Identity and Social Security Number, and any other pertinent live-in aide documents in file)
B.1.18		EIV Existing Tenant Search and Any Documentation to Resolve Discrepancies
B.1.19		Multiple Subsidy Reports (if Applicable)
B.1.20		EIV Income Report and Any Documentation to Resolve Discrepancies
B.1.21		EIV Income Discrepancy Report and Any Documentation to Resolve Discrepancies
B.1.22		Race and Ethnic Data Reporting Form (HUD 27061-H)
B.1.23		Acknowledgement of Receipt of HUD Required Documents OR all Documents with applicant signature or initials and date
B.1.24		Supplement to Application for Federally Assisted Housing (HUD 92006)
B.1.25		VAWA Notice (HUD 5380)
B.1.26		VAWA Certification (HUD 5382)
B.1.27		VAWA Addendum (HUD 91067)
B.1.28		Move In Inspection

2. Gross Rent Certification(s) within the past 12 Months - ONE per Household and named: Resident First and Last Name GR Cert

B.2.01		HUD-50059-A (Original and Corrected Versions for Most Recent Gross Rent Change, if applicable)
B.2.02		30-Day Advance Notice of Rent Increase (if Applicable)





3. Most Recent Annual Recertification - One file per household - Documents in this section must be scanned in this order and placed in one file named: Resident First Last Name AR Cert

B.3.01		HUD-50059 Annual Recertification (Original and Corrected Versions, if applicable)
B.3.02		30-Day Advance Notice of Rent Increase (if Applicable)
B.3.03		Application/Recertification Questionnaire
B.3.04		Tenant Sworn Income and Asset Statement (PC-E01)
B.3.05		Verification(s) of Income
B.3.06		Verification(s) of Assets
B.3.07		Verification(s) of Eligible Deductions
B.3.08		Self-Certification of Disposed of Assets
B.3.09		Student Certification (PC-E42)
B.3.10		Verification(s) for Students (if Applicable)
B.3.11		HUD-9887 and HUD-9887-A
B.3.12		Initial Notice for Annual Recertification (For Next Year)
B.3.13		First Reminder Notice for Annual Recertification (and Second and Third Reminder Notices if Applicable)
B.3.14		HUD Model Lease (Include if UT or household change has occurred since previously signed, and include once updated HOTMA lease has been signed)
B.3.15		Documentation to Resolve Any Discrepancy from the following EIV Reports: Failed Verification, Deceased Tenant, and Multiple Subsidy Reports (if Applicable)
B.3.16		EIV Income Report and Any Documentation to Resolve Discrepancies
B.3.17		EIV Income Discrepancy Report and Any Documentation to Resolve Discrepancies
B.3.18		Acknowledgement of Receipt of HUD Required Documents OR all Documents with applicant signature or initials and date
B.3.19		Supplement to Application for Federally Assisted Housing (HUD 92006)
B.3.20		Annual Inspection



4. Interim Recertification - Documents in this section must be scanned in this order and placed in one file named: Resident First Last Name IR Cert		
B.4.01		HUD-50059 Annual Recertification (Original and Corrected Versions, if applicable)
B.4.02		30-Day Advance Notice of Rent Increase (if Applicable)
B.4.03		Application/Interim Recertification Questionnaire
B.4.04		Tenant Sworn Income and Asset Statement (PC-E01)
B.4.05		Verification(s) of Applicable Changes to Income, Assets, and Eligible Deductions
B.4.06		Documentation to Resolve Any Discrepancy from the following EIV Reports: Failed Verification, Deceased Tenant, and Multiple Subsidy Reports (if Applicable)
B.4.07		EIV Income Report and Any Documentation to Resolve Discrepancies
B.4.08		EIV Income Discrepancy Report and Any Documentation to Resolve Discrepancies
B.4.09		If IR is being completed due to addition of a Live in Aide, include all approved documents - Approved Reasonable Accommodation Request, application, Criminal Background Check, Verification of Identity and Social Security Number, and any other pertinent live-in aide documents in file
B.4.10		If IR is being completed due to addition of a new HH Member, please refer to MI Certification Checklist for applicable required documents)

