

INITIAL MOVE-IN & ANNUAL RECERTIFICATION COMPOSITE FORM

(03/20)

DISPOSITION OF ASSETS

Have you, within the past two years, disposed of any assets (including money, real estate, or other property) for less than fair market value? ☐ Yes ☐ No

If yes, please list the asset and the disposal date

What was its value (after expenses) and what did you receive for it?

ANNUAL RECERTIFICATION INITIAL NOTICE

As stated in paragraph **15** of your lease, the U.S. Department of Housing and Urban Development (HUD) requires that we review your income and family composition every year to re-determine rent and assistance levels.

To complete our review of your income and family composition, you must meet with _____ and supply the required information each year. _____ will conduct your recertification interviews in _____, 20____. We will send you a reminder notice when it is time for your next recertification interview. At that time you must contact _____ to schedule an appointment for an interview.

Cooperation with the recertification requirement is a condition of continued program participation. You must report the required information and provide the required signatures to enable the owner to process the recertification by the 10th of _____.

When you attend the interview, you must bring the following information:

By signing below, I certify that I have read and understand the requirement for my participation in an annual recertification interview.

By signing below, I certify that a copy of the following documents have been made available to me:

1. The EIV & You brochure
2. Resident Rights and Responsibilities brochure
3. The HUD Fact Sheet (form HUD 9887/9887-A)
4. The Fact Sheet for HUD Assisted Residents – Project Based Section 8 (Appendix 14)
5. Is Fraud Worth It (form HUD-1141) (optional)
6. Notice of Occupancy Rights Under the Violence Against Women Act and The Certification Form (FORM HUD-5380 AND FORM HUD-5382) at move-in only

THIS FORM MUST BE SIGNED BY ALL ADULT HOUSEHOLD MEMBERS AT MOVE-IN & EACH ANNUAL RECERTIFICATION

By signing below, tenant(s) certifies that the information provided above is accurate to the best of his/her knowledge.

Resident Signature	Date
Resident Signature	Date
Resident Signature	Date
Property Manager Signature	Date