

On-Site Resident Certifications Request

Reporting Period: January 1, 2019 through December 31, 2019

- Provide a copy of the 2019 certification for the last household to occupy the units listed on the Unit Selection form from the inspection, **OR** provide the 2018 certification package for the last occupant of any unit vacant for all of 2019.
- Provide a copy of the current lease form being utilized at the property. *Note: Do Not provide a copy of the lease for each unit*
- Please mail certifications to your [Portfolio Analyst](#) within 10 business days of the inspection date to:

**1000 2nd Avenue, Suite 2700
Seattle, WA 98104**
- Contact your property's [Portfolio Analyst](#) with any questions.
- **Include a copy of this list with your submission.**

Certifications must include the following applicable documents assembled in the listed order:

- *Household Eligibility Certification (HEC)*
- *Resident Eligibility Application (REA)*
- *Authorization to Release Confidential Information*
- Income verification documents, compliant with *Chapter 5: Income and Asset Certification* of the Commission's *Tax Credit Procedures Compliance Manual*
- Verification of assets or *Under \$5000 Asset Certification* or *Sworn Statement of Net Household Assets* form
- *Disabled Status Certification* (for projects with Persons with Disabilities commitment)
- *Disability Verification*, if applicable
- Age verification (Elderly-designated projects)
- *Homeless Certification* (Homeless commitment projects)
- *Farmworker Household Initial Certification* (if applicable)
- *Student Certification* (for projects using HUD Form 50058 and 50059)

OR

- *Annual Self-Certification* plus any of the required forms listed above (e.g., age verification, student forms, etc.)

AND

- **Copies of the current Lease Rider**

Staple each individual certification in the upper left corner. Use a heavy-duty stapler if necessary. Paper clips and binder clips often fail and create chaos in our file room. Please DO NOT send additional management forms such as rental application, screening/credit report, Lease, Lease Addendums, medical expenses, recertification notices, copies of social security cards or Birth Certificates (unless used for age verification on senior properties), etc.

Visit our website for copies of the most recent forms and instructions -

<http://wshfc.org/managers/forms-RC.htm>