

Interim Check Sheet

No Change- note in Tenmast and S8-20 letter sent

Self	Checker	Rent Increase/Decrease						
		Request was received with a 60 day notice to the PHA						
		Rent reasonableness completed correctly (utility allowance used is for the actual unit size) – n/a for PBV as already in project file						
	X	Rent increase documented in Unit Record in Tenmast – n/a for PBV						
		If change in utilities, will need new Lease, Addendum and HAP— Needs to go to Rent Roll						
	X	Port billing needed- 50058 and envelope for IHA in file and submit to Control Tech						
Self	Checker	Household Income Change						
		Written documentation from tenant reporting the change; correct effective date used						
		EIV pulled and reviewed						
		Income verifications are highlighted to show what income is being used, have tape to show annualized income, are coded correctly, and match the worksheet						
		Asset verifications are highlighted to show what is being used, have tape to show interest (if applicable), are coded correctly, and match the worksheet						
		Expenses are highlighted to show what is being used, have tape to show annualized expenses, are coded correctly, and match the worksheet						
		Correct deductions are given						
		Certification dates are correct						
		Correct utility allowance & correct payment standard used (PS not applicable for PBV/EV)						
	X	Note in Tenmast						
	X	Balance owing checked (if applicable) and follow through with Change Decision #13						
	X	Port billing needed- 50058 and envelope for IHA in file and submit to Control Tech						
Self	Checker	Household Composition Change (add/remove adult)						
		Written documentation from tenant requesting the addition/removal						
		<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; vertical-align: top;"> Addition: </td> <td style="width: 40%; vertical-align: top;"> <ul style="list-style-type: none"> Mandatory documents done (214 completed, SSN card (number and name match card and work sheet), and Debts Owed) Debts Owed and rePORTAL checked Add adult application completed Criminal background check completed and reviewed by a supervisor </td> <td style="width: 30%; vertical-align: top;"> <ul style="list-style-type: none"> Letter from landlord approving the addition HUD-9886 Privacy Statement Employment verif form </td> </tr> <tr> <td style="vertical-align: top;"> Removal: </td> <td colspan="2" style="vertical-align: top;"> <ul style="list-style-type: none"> Documentation where adult has gone Letter from landlord noting adult has been removed from lease </td> </tr> </table>	Addition:	<ul style="list-style-type: none"> Mandatory documents done (214 completed, SSN card (number and name match card and work sheet), and Debts Owed) Debts Owed and rePORTAL checked Add adult application completed Criminal background check completed and reviewed by a supervisor 	<ul style="list-style-type: none"> Letter from landlord approving the addition HUD-9886 Privacy Statement Employment verif form 	Removal:	<ul style="list-style-type: none"> Documentation where adult has gone Letter from landlord noting adult has been removed from lease 	
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	X	Note in Tenmast						
	X	Voucher size change letter sent (if applicable)						
	X	Balance owing checked (if applicable) and follow through with Change Decision #13						
	X	Port billing needed- 50058 and envelope for IHA in file and submit to Control Tech						
Self	Checker	Household Composition Change (add/remove minor)						
		Written documentation from tenant requesting the addition/removal						
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	X	Balance owing checked (if applicable) and follow through with Change Decision #13						
	X	Port billing needed- 50058 and envelope for IHA in file and submit to Control Tech						

Checker Signature: _____

RENT INCREASE FILE ORDER (listed from top to bottom)

Left Side
HAP sheet
Port billing (if applicable)
Rent notification letter
Rent Reasonableness
Rent Increase Request

Right Side
Active balance owings
Summary Sheet
Mandatory Documents
Paid balance owings
Interim Check Sheet
HAP Sheet

HOUSEHOLD INCOME CHANGE FILE ORDER (listed from top to bottom)

Left Side
HAP sheet
Port billing (if applicable)
Rent notification letter

Right Side
Active balance owings
Summary Sheet
Mandatory Documents
Paid balance owings
Interim Check Sheet
HAP Sheet
EIV
Tenant Reported Change
Verifications
Missing Info Letters
rePORTAL Balance Owed (if applicable)

HOUSEHOLD COMPOSITION CHANGE (ADULT) FILE ORDER (listed from top to bottom)

Left Side
HAP sheet
Port billing (if applicable)
Rent notification letter

Right Side
Active balance owings
Summary Sheet
Mandatory Documents *incorporate add docs
Paid balance owings
Interim Check Sheet
HAP Sheet
EIV
Tenant Reported Change
Verifications
Missing Info Letters
rePORTAL Balance Owed (if applicable)

HOUSEHOLD COMPOSITION CHANGE (MINOR) FILE ORDER (listed from top to bottom)

Left Side
HAP sheet
Port billing (if applicable)
Rent notification letter

Right Side
Active balance owings
Summary Sheet
Mandatory Documents *incorporate add docs
Paid balance owings
Interim Check Sheet
HAP Sheet
EIV
Tenant Reported Change
Verifications
Missing Info Letter