

# Mover Check Sheet

<input type="checkbox"/> Move Cancelled
<input type="checkbox"/> Port Out

Self	Checker	<b>Mandatory Documents- all of these should have a hard tab</b>
	X	Criminal release for all adult members (does not need a tab)
	X	214 completed for all household members; each adult must sign their own.
	X	USCIS documentation (if applicable)
	X	SSN cards or verified EIV for all household members
	X	Debts owed signed for all <b>adult</b> household members
	X	Optional Contact Form completed by the head of household
	X	HUD 9886-A signed by all adult household members
	X	Electronic Payment Authorization Form for the U.S. Bank ReliaCard
	X	Disability (if applicable)
	X	Reasonable Accommodation (if approved)
	X	Release of information/custody/DPA/etc. (if applicable)
Self	Checker	<b>Mover Section</b>
		Tenmast note written about the mover packets
	X	Email and phone number updated in Tenmast
		Action type is 7 = Change of Unit
		Certification dates are correct, and are after the term of HAP date for previous unit
		HCV Specialist is assigned
	X	Special Program has line 2n coded correctly (if applicable)
		Correct Program Type and correct Project issued (ex: V156FUP, VASH, EHV, etc.)
		Correct voucher size is issued with voucher issuance dates
		If the voucher size changed with the move, S8-179 was sent to the tenant
		Voucher is signed by both head of household and HCV Specialist
		Family Obligations signed and initialed by HOH
		Application is completed in full and signed by both HOH and HCV Specialist
		EIV is validated for all household members- <b>if failed, see a Section 8 Programs Manager</b>
		EIV reviewed, unreported jobs verified, and signed by HCV Specialist
		Income verifications are highlighted to show what income is being used, have tape to show annualized income, is coded correctly, and match the worksheet- <b>MUST BE WITHIN 60 DAYS OF THE FIRST MOVE LETTER</b>
		Employment release is signed by all adult household members (1 per adult)
		County release is signed by all adult household members
		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: \$480 per dependent; \$400 elderly/disabled household
		Self-Certification is completed- run local crim check if applicable and approved by manager
		Balance owing checked and if applicable, follow up as described in C/D #13
		Mover letter copies in file
		Notice to vacate (or copy) in file
		Termination of HAP completed with correct dates
		RFTA fully completed and signed by both tenant and landlord- received before expiration date
		Passed inspection book in file- date of passed inspection is on or before effective date of certification- and date of initial and passed inspections matches the worksheet
		40% completed and in file (if applicable) – see supervisor if any excluded income
		Rent reasonableness completed correctly and matches the RFTA/Inspection book (utility allowance used is for the actual unit size)
		Contract rent matches the RFTA and Inspection request sheet
		Utilities match the RFTA and inspection request sheet
		Correct payment standard is used (not applicable for PBV/EV)
	X	Family moving- checked on the 50058 (line 12b)
	X	Lease and LBP Disclosure (if applicable) are tabbed
	X	HAP Contract is tabbed
	X	Port billing needed- 50058 and envelope for IHA in file and submit to S8 Programs Mgr

Checker Signature: \_\_\_\_\_

## MOVING PROCESS

### \*review Housing Specialist Guide for additional info\*

- Prep file for mover packet #1
  - Review mandatory documents. Make sure they are completed correctly, up to date, and have hard tabs on them.
  - Order second file if needed, after reviewing Purge Sheet, through Accounts Coordinator
  - Pull EIV and review for any unreported income. If there is an IVT report, review for discrepancies.
  - Check balance owings and if applicable, follow through with Change Decision #13
  - Mail out recertification packet with mover packet #1 cover letter.
    - If new adults (minors becoming adults at move) in HH include criminal background release, employment verification, privacy statement, Debts Owed, HUD 9886-A, check for BO, run NSOPW, and note they must sign county release.
  - Create Change of Unit Cert for projected move in date (usually first of the month after HAP end date)
    - Go to voucher tab and click "Searching in Place"; if the participant has already vacated the unit, click "Searching"
- Once packet returned, review household composition listed on the application to determine voucher size.
  - All household members listed on the application need to be currently residing with the head of household.
- Review household income, assets, and expenses listed on the application.
  - Tenant needs to list all sources of income that they are receiving as of that date and all assets that they have access to.
  - **DO NOT WRITE ANYTHING ON THE APPLICATION ON BEHALF OF THE TENANT.**
  - Tenants need to provide documentation of all income, assets and expenses listed on the application. Documentation must be within **60 days** of the first mover letter.
    - If tenants did not provide documentation, send a missing information letter with the information that is needed.
      - Track missing information as noted in the letter with correct follow up
- Make sure that all paperwork (application, releases, etc.) is completed in full with signatures and dates.
  - This includes SSNs, DOBs, dollar amounts on income, etc.
  - Appropriate boxes are checked/initialed on verifications/releases as needed.
- Mail out mover packet #2 with moving packet (blue folder), 2 vouchers, RFTA, and maximum affordability calc. and track return of one signed copy of voucher as noted in the letter.
- Go into Change of Unit Certification and issue voucher for same date you are issuing the physical voucher.
- Track voucher expiration date in order to send voucher expiration warning letter and/or voucher expiration.
- When RFTA is returned, calculate applicable UA and gross rent, determine if affordable, negotiate if necessary to meet 40% max affordability. If affordable, complete rent reasonableness, request new/mover inspection. Once all verifications are in and unit has passed inspection, file is ready for processing.
  - If expense documentation or anything that is optional is not in, there is no need to hold up the file. However, there must be documentation about the request for the expense or optional documentation.

### FILE ORDER (listed from top to bottom)

Left Side
HAP sheet
Port billing (if applicable)
Cover Letter
S8 Lease Addendum
Lease
Lead Based Paint Form
HAP Contract
Passed Inspection Letter
Inspection Book
Rent Reasonableness
40% affordability
RFTA
Documentation re: changes to vacate date
Vacate for previous unit

Right Side
Active balance owings
Summary Sheet
Criminal Release for all adult members
214 Status for all members
Immigration documentation
USCIS Printout for all applicable members
USCIS release by all applicable adult members
SSN cards for all members
Debts Owed form for all adult members
EIV Debts Owed for all adult members (newly adults excluded)
rePORTAL for all adult members
NSOPW for all adult members
Optional Contract form
HUD 9886-A
Electronic Payment Authorization US Bank ReliaCard
Disability/ROI/RA/POA/DPA
Paid balance owings
Mover Check Sheet
Voucher Extension Letter(s)
Tenant Extension Request
Voucher Expiration Warning Letter(s)
Voucher
Family Obligations
HAP Sheet
Application
EIV
Income verifications
Asset verifications
Expense verifications
Self-Certification
RePORTAL Balance Owed
30-Day Balance Letters (if applicable)
Missing Info Letters
Interpreter Waiver
Mover Letters