

RIH MORs - Application Checklist

- Name of Site
- Received date and time stamp
- Household characteristics
 - name
 - sex
 - age
 - disability status (only where necessary to establish eligibility)
 - need for an accessible unit
 - race/ethnicity of head of household (optional to disclose)
 - student status
- General household contact information
- Identification of the approved preferences if preferences are used at the property
 - If elderly/disabled is a preference the application must define those preferences
- Unit size required
- Source(s) and estimate(s) of household's anticipated annual income and assets
- Citizenship declaration (see Exhibit 3-5) and verification consent forms (see Exhibit 3-6)
- Marketing information to understand how the applicant heard about the property
- Screening information consistent with the property's tenant selection policies (prior landlords, credit, and/or drug and criminal history)
 - Releases to run screenings
- Whether the applicant or any member of the applicant's household, is subject to State lifetime sex offender registration in any state.
- Listing of states where the applicant and members of the applicant's household have resided
- Disclosure of SSNs for the applicant and for all members of the applicant's household, except those household members who do not contend eligible immigration status
- Information from applicants who were age 62 or older as of January 31, 2010, and who do not have a SSN, if they were receiving HUD rental assistance at another location on January 31, 2010.
- Form HUD-92006, though the applicant may choose not to provide the information and sign.
- Limited English Proficiency options
- Fair Housing/Equal Opportunity Information
- Right to Reasonable Accommodation
- Signature and date from applicant