

## RIH MORs - Application Checklist

- Name of Site
- 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