

Applications for Section 8, Section 202/8, 202 PRAC and 811 PRAC FASTForms Description 7/2018

RBD does not act as a legal advisor nor as a regulatory governing agency. The recipient should understand that any materials or comments contained herein are not designed for, nor should be relied upon as a source of legal guidance or as a final authority with respect to any particular circumstance. Ross Business Development, Inc. makes no warranty of merchantability or fitness for a particular purpose or any other warranty of any type. Owners and management should seek competent legal advice in developing and carrying out policies and procedures. While we have been diligent in our efforts to provide comprehensive and accurate regulatory information, Ross Business Development, Inc. shall not be responsible for errors or inaccuracies.

Sharing Forms

This “FASTForms CD” has been purchased by your organization for use within your organization. Sharing forms with others outside your organization is prohibited. Except for HUD’s Notices and Forms, documents on this CD, are the intellectual property of RBD and general distribution, publishing on web sites and publishing in training and resource materials, for use outside your organization, is strictly prohibited.

Thank you for your consideration.

Modifying the Applications and Associated Forms

PLEASE NOTE: These sample documents have been created in Microsoft Word or Microsoft Excel. The Sample Applications and Pre-Applications include references to HUD guidance. We used HH 4350.3 R1, C4, HUD’s Monthly Activity Transmission (MAT) Guide, HUD’s RHIP ListServ and various memos and Notices to create these documents.

The Samples and supporting forms included on the CD must be carefully reviewed and edited before they are “finalized” and implemented in your own policies and procedures. We have chosen the most common options indicated by our customers, but smoking policies, pet policies and resident screening may vary from owner/agent to owner/agent. The forms include notes about options. These notes are in blue and start with “(Note from RBD...)”.

Review by the owner/agent’s compliance team and legal counsel – particularly a fair housing attorney – is strongly recommended.

While the forms can be edited, you cannot save changes to the FASTForms CD. You should create a dedicated directory on your hard drive and save any changes to forms there. Be sure to use the “Save As” option and remove “Notes from RBD” from the final version of each form. The original, unedited version will remain on the FASTForms CD.

Making the Forms Fillable

Forms can be made “fillable” by following the instruction below.

Microsoft Word 2007 +

1. Click on Review
2. Click on Restrict Editing
3. Make sure there is a check next to option #2 – Allow only this type of editing in the document
4. Make sure “filling in forms” is the option selected in the drop-down menu
5. Click on “Yes, start enforcing Protection”
6. Requiring a password is optional – when prompted, you can skip this step by clicking on OK without entering a password

If you need to make edits after making the form fillable, just follow the steps above but click on the Stop Protection option

Applications for Section 8, Section 202/8, 202 PRAC and 811 PRAC FASTForms Description 7/2018

Application Package Documents

Application Section 8 Elderly: Updated 7/2018. HUD does not provide an application for use on Section 8 properties but indicates that the application must be designed so that the owner/agent can make a preliminary eligibility determination. This sample conforms to the resident selection plan provide by RBD. Please be sure the application conforms to your own resident selection plan. For example, if the resident selection plan indicates that you conduct a rental history review with the last three landlords, the application should ask for the contact information for the last three landlords. This application has been modified based on customer feedback.

Pre-Application Section 8 Elderly: Updated 7/2018. HUD does not provide an application for use on Section 8 properties but indicates that the application must be designed so that the owner/agent can make a preliminary eligibility determination. This sample pre-application can be used when an owner/agent is managing a long waiting list and does not need to collect information likely to change before the applicant approaches the top of the waiting list. A full application must be completed by the applicant(s) before the final eligibility determination starts. Please be sure the application conforms to the resident selection plan. This application has been modified based on customer feedback

Application Section 8 Family: Updated 7/2018. HUD does not provide an application for use on Section 8 properties but indicates that the application must be designed so that the owner/agent can make a preliminary eligibility determination. This sample conforms to the resident selection plan provide by RBD. Please be sure the application conforms to your own resident selection plan. For example, if the resident selection plan indicates that you conduct a rental history review with the last three landlords, the application should ask for the contact information for the last three landlords. This application has been modified based on customer feedback.

Pre-Application Section 8 Family: Updated 7/2018. HUD does not provide an application for use on Section 8 properties but indicates that the application must be designed so that the owner/agent can make a preliminary eligibility determination. This sample pre-application can be used when an owner/agent is managing a long waiting list and does not need to collect information likely to change before the applicant approaches the top of the waiting list. A full application must be completed by the applicant(s) before the final eligibility determination starts. Please be sure the application conforms to the resident selection plan. This application has been modified based on customer feedback

Application 202 PRAC: Updated 7/2018. HUD does not provide an application for use on PRAC properties but indicates that the application must be designed so that the owner/agent can make a preliminary eligibility determination. This sample conforms to the resident selection plan provide by RBD. Please be sure the application conforms to your own resident selection plan. For example, if the resident selection plan indicates that you conduct a rental history review with the last three landlords, the application should ask for the contact information for the last three landlords. This application has been modified based on customer feedback.

Pre-Application 202 PRAC: Updated 7/2018. HUD does not provide an application for use on PRAC properties but indicates that the application must be designed so that the owner/agent can make a preliminary eligibility determination. This sample pre-application can be used when an owner/agent is managing a long waiting list and does not need to collect information likely to change before the applicant approaches the top of the waiting list. A full application must be completed by the applicant(s) before the final eligibility determination starts. Please be sure the application conforms to the resident selection plan. This application has been modified based on customer feedback

Application 811 PRAC: Updated 7/2018. HUD does not provide an application for use on PRAC properties but indicates that the application must be designed so that the owner/agent can make a preliminary eligibility determination. This sample conforms to the resident selection plan provide by RBD. Please be sure the application conforms to your own resident selection plan. For example, if the resident selection plan indicates that you conduct a rental history review with the last three landlords, the application should ask for the contact information for the last three landlords. This application has been modified based on customer feedback.

Applications for Section 8, Section 202/8, 202 PRAC and 811 PRAC FASTForms Description 7/2018

Pre-Application 811 PRAC: Updated 7/2018. HUD does not provide an application for use on PRAC properties but indicates that the application must be designed so that the owner/agent can make a preliminary eligibility determination. This sample pre-application can be used when an owner/agent is managing a long waiting list and does not need to collect information likely to change before the applicant approaches the top of the waiting list. A full application must be completed by the applicant(s) before the final eligibility determination starts. Please be sure the application conforms to the resident selection plan. This application has been modified based on customer feedback

Application 202/8: Updated 7/2018. HUD does not provide an application for use on Section 8 properties but indicates that the application must be designed so that the owner/agent can make a preliminary eligibility determination. This sample conforms to the resident selection plan provide by RBD. Please be sure the application conforms to your own resident selection plan. For example, if the resident selection plan indicates that you conduct a rental history review with the last three landlords, the application should ask for the contact information for the last three landlords. This application has been modified based on customer feedback.

Pre-Application 202/8: Updated 7/2018. HUD does not provide an application for use on Section 8 properties but indicates that the application must be designed so that the owner/agent can make a preliminary eligibility determination. This sample pre-application can be used when an owner/agent is managing a long waiting list and does not need to collect information likely to change before the applicant approaches the top of the waiting list. A full application must be completed by the applicant(s) before the final eligibility determination starts. Please be sure the application conforms to the resident selection plan. This application has been modified based on customer feedback

Application Package Cover Letter S8: Updated 7/2018. This is a separate cover letter for a Section 8 Application Package. It is only the basic cover letter and should be edited so that the contents described in the letter match what you include as part of your application package.

Application Package Cover Letter PRAC: Updated 7/2018. This is a separate cover letter for a 202 PRAC or 811 PRAC Application Package. It is only the basic cover letter and should be edited so that the contents described in the letter match what you include as part of your application package.

Live-In Aide Application: Updated 7/2018. HUD does not provide nor require a live-in aide application. This is a sample. This serves as an application for someone who wishes to live on the property as a live-in aide. It has been designed to ensure that 1) the person meets HUD's definition of a live-in aide 2) that the person can be screened and 2) that the person understands the property rules and the rules of tenancy. This form was updated 10/2013 to include references to the latest HUD Handbook 4350.3 Revision 1.