

Tenant Selection Section 8 – Applies to Section 8 Family, Section 8 Elderly or Section 202/8 FASTForms Description

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The Tenant Selection Plan

Tenant Selection Plan-Section 8 Family: Updated 11/28/2016. The resident selection plan included on this CD has been designed for use on a Section 8 property. This plan incorporates required elements as discussed in HUD Handbook 4350.3 Revision 1, Paragraph 4-4. The plan also includes some, but not all of HUD's Recommended Topics. This resident selection plan has been updated to include Change 4 references. The Plan is provided in Microsoft Word format and can be edited as appropriate. This TSP has been updated to include new language explaining the SSN disclosure exemptions effective 4/7/2016. Student Rule information was updated in 9/2016. Criminal Screening has been modified. VAWA language has been added to comply with the Final Rule published in 11/2016.

Application Package Documents

Sample Application: Updated 12/2015. 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 included on this CD. If the resident selection plan is edited, edit the application appropriately. Alternatively, if you already have an application that works for you, use that application instead of this sample. Please be sure the application conforms to the 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.

Sample Pre-Application: Updated 12/2015. 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.

Sample Application Package: Updated 11/28/2016. Added new language based on guidance provided in the new VAWA Final Rule published 11/2016. This is a cover letter for the Application Package. This document also includes instruction for each document that should be attached to the application. This should be edited based on your requirements. For Section 8 programs, owner/agents are required to provide certain documents. These include:

- Application
- Notice of Requirement to verify non-citizen eligibility
- Citizenship Declaration
- HUD Form 92006 Supplement to the Application

Other documents are provided at application, during the eligibility interview or at move-in. We have created an application package that includes documents that, in our opinion, should be part of a standard package. However, as long as you comply with HUD requirements, you can edit this document to conform to your own policies and procedures. You can edit and use this package or you can use a package that has already been created for your property.

Sample Application Package Cover Letter: Updated 11/28/2016. Added new language based on guidance provided in the new VAWA Final Rule published 11/2016. This is a separate cover letter for an 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.

Sample Certification – Current Assistance: This form can be used to document applicants' understanding that they must forfeit any current HUD housing assistance before they can begin receiving HUD housing assistance for a unit on your property.

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HUD VAWA Notice Occupancy Rights

New – December 18, 2016

Link to HUDClips version: [VAWA Appendix A: Notice of Occupancy Rights Under the Violence Against Women Act, form HUD-5380](#)

Copy of form part of TSP FASTForms: [HUD 5380 Appendix A VAWA Notice](#)

Edited version part of TSP FASTForms: [HUD 5380 Appendix A VAWA Notice Edited](#)

Must be provided to existing residents, to any applicant who is rejected, to any family that moves in and with notice of termination of assistance or tenancy. This form must be customized. You will need to add your property information, program information, HUD field office information and information about local resources for victims of VAWA crimes.

HUD VAWA Certification as a Victim

New – December 18, 2016

Link to HUDClips version: [VAWA Appendix C: Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation, form HUD-5382](#)

Copy of form part of TSP FASTForms: [HUD 5382 Appendix C VAWA Cert](#)

The new certification form for documenting incidents of domestic violence, dating violence, sexual assault, and stalking that must be used by housing providers. OAs must replace any previous versions of this form, including HUD Form 91066 and begin using this form.

Sample VAWA Policy: **Updated 11/28/2016.** This is a sample of a simple policy describing a Violence Against Women Act policy. This conforms to instruction provided in the Final Rule published in November 2016. This policy can be included as part of an applicant package. This is optional and is not a HUD requirement. Even though it is not a requirement, we have added language included in the VAWA 2013 Reauthorization. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate. [This policy was updated in response to HUD's publication of final rule addressing VAWA 2013 in 11/2016.](#)

Application Notices

Sample Notice - Resident Selection Plan Update: **Updated 11/28/2016.** Added new language based on guidance provided in the new VAWA Final Rule published 11/2016. Owner/agents should advise applicants (not residents) when the resident selection plan undergoes significant change. Owner/agents must advise applicants if the owner/agent or HUD adds preferences or when HUD changes eligibility requirements. This is a sample notice explaining that the resident selection plan has undergone significant changes. This notice also inquires as to the applicant's interest in remaining on the waiting list.

Sample Notice - Resident Selection Plan Update-No Smoking: **Updated 11/28/2016.** Added new language based on guidance provided in the new VAWA Final Rule published 11/2016. Owner/agents should advise applicants (not residents) when the resident selection plan undergoes significant change. Owner/agents must advise applicants if the owner/agent or HUD adds preferences or when HUD changes eligibility requirements. This is a sample notice explaining that the resident selection plan has undergone significant changes. This notice also inquires as to the applicant's interest in remaining on the waiting list.

Sample Notice Plan Update VAWA Protections: **Added 11/2016.** Owner/agents should advise applicants (not residents) when the resident selection plan undergoes significant change. Owner/agents must advise applicants if the owner/agent or HUD adds preferences or when HUD changes eligibility requirements. This is a sample notice explaining new VAWA protections, any preference changes and changes in smoking rules. This notice also inquires as to the applicant's interest in remaining on the waiting list.

Sample Notice - Application Receipt – Complete: This is a notice advising applicants that the application has been received and appears to be complete.

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Sample Notice: Application Receipt – Incomplete: [Updated 11/28/2016. Added new language based on guidance provided in the new VAWA Final Rule published 11/2016.](#) This is a notice to be included with an incomplete application. This notice advises applicants that the application received was not complete and is being returned without consideration. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate.

Sample Notice - Change in Eligibility – Unit Size: [Updated 11/28/2016. Added new language based on guidance provided in the new VAWA Final Rule published 11/2016.](#) This notice advises applicants that, because of a household change, the owner/agent will add them to the waiting list for a different unit size. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate

Sample Notice - No SSN – Top of List: [Updated 11/28/2016. Added new language based on guidance provided in the new VAWA Final Rule published 11/2016.](#) An applicant may remain on the waiting list when an SSN has been submitted but SSN documentation has not been received. This notice advises such an applicant that he/she is at the top of the waiting list and they have 90 days to provide such documentation or be rejected. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate. .

Sample Notice – Missing Documents– Top of List: [Updated 11/28/2016. Added new language based on guidance provided in the new VAWA Final Rule published 11/2016.](#) This notice advises an applicant that he/she is at the top of the waiting list and has failed to provide all necessary documentation. The Notice advises applicants that they will be skipped if forms are not provided. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate

Sample Notice - Waiting List Maintenance: [Updated 11/28/2016. Added new language based on guidance provided in the new VAWA Final Rule published 11/2016.](#) This notice is sent periodically; usually annually. Owner/agents use this notice to determine how many applicants wish to remain on the waiting list. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate.

Sample Notice - Intent to Reject Based on Criminal History: [Updated 11/28/2016. Added new language based on guidance provided in the new VAWA Final Rule published 11/2016.](#) This notice is sent to the applicant when criminal history on the application conflicts with criminal history included as part of screening. Please see HH 4350.3 Revision 1, Paragraph 4-27-E. This notice was updated to add language regarding the application process. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate. .

Sample Notice - Rejection: [Updated 11/28/2016. Added new language based on guidance provided in the new VAWA Final Rule published 11/2016.](#) This is a sample rejection letter. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate..

Sample Notice - Income Limit Change: Owner/agents should advise applicants (not residents) when the Income limits change after a unit offer but before the actual move-in. Applicants have a limited amount of time to move-in to the unit if the family's income is over the NEW income limit. This notice advises the family of this requirement. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate..

Sample Notice - Rejection - Income Limit Change: [Updated 11/28/2016. Added new language based on guidance provided in the new VAWA Final Rule published 11/2016.](#) When Income Limits change, owner/agents should review current applicant files to see if they still meet the income limit requirements. If not, a rejection should be issued. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate.

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Citizen/Non-Citizen Forms & Notices

Sample Notice - Requirement to Determine Citizen/Non-citizen Eligibility: HUD provides a Sample Notice 1, in HUD Handbook 4350.3 Exhibit 3-3. This form was created using the sample as a model. It was modified to make it easier to include in the application package. Personal applicant information has been removed. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate.

Sample Family Summary Sheet: [Updated 12/2015](#). HUD does provide a Sample Family Summary in HUD Handbook 4350.3 Exhibit 3-4. This form has been designed to conform to that sample. *We have opted to remove inquiries about gender since the release of the new Final Rule published as Equal Access to Housing in HUD Programs – Regardless of Sexual Orientation or Gender Identity. We have also removed the inquiry re: relationship to HOH since this information is gathered on the application.*

Sample Citizen/Non-citizen Declaration: HUD does provide a Sample Citizenship Declaration in HUD Handbook 4350.3, Exhibit 3-5. This form was created using the sample as a model. This form was updated to comply with new requirements introduced with the release of HUD Handbook 4350.3 Revision 1, Change 4. [We have removed inquiries in regard to gender.](#)

Sample Citizen/Non-Citizen Eligibility Verification Consent Form: HUD does provide a Sample Citizenship Verification Consent Form in HUD Handbook 4350.3 Exhibit 3-6. This form was created using the sample as a model.

Sample Owner Summary: HUD does provide a Sample Owner Summary in HUD Handbook 4350.3. This form has been designed to conform to that sample. We have opted to remove inquiries about gender since the release of the new Final Rule published as *Equal Access to Housing in HUD Programs – Regardless of Sexual Orientation or Gender Identity*. We have also removed the inquiry re: relationship to HOH since this information is gathered on the application.

Sample Notice Final Decision on Immigration Status Eligible Applicant: HUD does not provide a “HUD approved” Citizenship Declaration, but a sample is provided in HUD Handbook 4350.3 Revision 1, Exhibit 3-11. This form was created using the sample as a model. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate.

Sample Notice Final Decision on Immigration Status - Ineligible Applicant: [Updated 11/28/2016](#). [Added new language based on guidance provided in the new VAWA Final Rule published 11/2016](#). HUD does not provide a “HUD approved” Citizenship Declaration, but a sample is provided in HUD Handbook 4350.3 Revision 1, Exhibit 3-11. This form was created using the sample as a model. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate.

Sample Notice-Final Decision On Immigration Status-Mixed Applicant: HUD does not provide a “HUD approved” Notice 2, but a sample is provided in HUD Handbook 4350.3, Revision 1, Exhibit 3-11. This form was created using the sample as a model. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate.

Sample Notice Final Decision on Immigration Status - Eligible Resident: HUD does not provide a “HUD approved” Citizenship Declaration, but a sample is provided in HUD Handbook 4350.3 Revision 1, Exhibit 3-10. This form was created using the sample as a model. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate.

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Sample Notice Final Decision on Immigration Status - Ineligible Resident: Updated 11/28/2016. Added new language based on guidance provided in the new VAWA Final Rule published 11/2016. HUD does not provide a “HUD approved” Citizenship Declaration, but a sample is provided in HUD Handbook 4350.3 Revision 1, Exhibit 3-10. This form was created using the sample as a model. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate.

Sample Notice of Termination of Assistance – Non-citizen Eligibility: Updated 11/28/2016. Added new language based on guidance provided in the new VAWA Final Rule published 11/2016. HUD does not provide a “HUD approved” Notice 2, but a sample is provided in HUD Handbook 4350.3, Revision 1, Exhibit 3-8. This form was created using the sample as a model. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate.

Verification Forms

Sample Verification - Disability Eligibility 202-8 HUD provides a sample verification of disability HUD form 90102 which can be used to verify disability for a Section 202-8 property. This is an alternative sample. Please refer to HH 4350.3 Revision 1, Paragraph 3-17 to obtain more information about disability eligibility for the Section 202-8 program.

Verification - Disability Eligibility: HUD provides a sample verification of disability HUD form 90103 which can be used to verify disability for a Section 8 Family property. This is an alternative sample. Please refer to HH 4350.3 Revision 1, Paragraph 3-17 to obtain more information about disability eligibility for the Section 8 family and elderly program (not 202/8). Also see HH 4350.3 R1, Paragraph 3-28 for acceptable alternatives for this form.

Sample Verification - Documenting Third-party Oral Verification: Third-party oral verification is acceptable third party verification. See HH 4350.3 Revision 1, Paragraph 5-18. HUD has specific requirements when owner/agents verify information in person or over the phone. This document can be used to document the file. Modified to add date and time as required.

Sample Verification - Documenting Review of Documents: There are cases where owner/agents must review certain documents to verify information. HUD has specific requirements when owner/agents verify using documents provided by the resident/applicant. This document can be used to document the file.

Sample Verification – Direct Express: Many owner/agents have opted not to copy Direct Express cards held by residents. HUD has not indicated that copying the card is prohibited, but if you do not want to copy the card, HUD has specific requirements when owner/agents verify using documents that cannot be copied. This form can be used to document the file as part of the Direct Express Card verification.

Live In Aide Forms

Sample Verification - Need for Live-in Aide: HUD does not provide a “HUD approved” Verification of the Need for a Live-in Aide. This can be used as part of the verification process when an applicant indicates a need for a live-in aide. Modified to add a list of tasks to be performed by the live-in aide.

Sample Live-In Aide Questionnaire: HUD does not provide nor require a live-in aide questionnaire. 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.

Addendum - Live in Aide S8: Updated 3/2016. HUD does not provide a “HUD approved” Live-in aide addendum but HUD does strongly recommend use of such a document when a live-in aide resides in a unit. This sample must be edited to conform to your own policies and should be reviewed by an attorney. HUD approval is required before you may implement any lease addendum. [This addendum has been updated to include comments from HUD.](#)

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Sample Registration – Caregiver: Added 4/2016. This is a form that may be used to gather information about caregivers. While a caregiver may stay in a unit overnight, the caregiver does not live in the unit. The caregiver’s possessions are kept in the caregiver’s home and not in the resident’s home.

Reasonable Accommodation & Modification

RBD strongly recommends review of the HUD/DOJ joint statements regarding reasonable accommodations.

<http://www.hud.gov/offices/fheo/library/hud DOJ statement.pdf> and
http://www.hud.gov/offices/fheo/disabilities/reasonable_modifications_mar08.pdf

Sample Reasonable Accommodation/Modification Policy: HUD does not provide a “HUD approved” reasonable accommodation/modification policy. Owner/agents must create their own policies.

Sample Request for Reasonable Accommodation or Modification: HUD does not provide a “HUD approved” reasonable accommodation/modification policy nor does HUD provide the forms to support such a policy. Owner/agents must create their own policies and supporting forms. Applicants and/or residents use this form to request a reasonable accommodation and/or modification. Owner/agents may not require written requests and must accept requests in any reasonable format (orally, via email, etc.)

Sample Verification - Disability and Need - Reasonable Accommodation/Modification: HUD does not provide a “HUD approved” Reasonable Accommodation/Modification Verification. This form is designed to be used for verification of disability to provide a reasonable accommodation and may not work for verification of disability for eligibility purposes. Please keep in mind that this sample asks for verification of the disability and the need for the accommodation. If the disability is obvious or known, the disability should not be verified. If the need for the accommodation is obvious or known, the need should not be verified. Refer to the HUD/DOJ joint statements.

Sample Verification – Need for Reasonable Accommodation/Modification: HUD does not provide a “HUD approved” Reasonable Accommodation/Modification Verification. Please keep in mind that this sample is used to verify only the need for the accommodation. If the disability is obvious or known, the disability should not be verified. If the need for the accommodation is obvious or known, the need should not be verified. Refer to the HUD/DOJ joint statements.

Sample Notice - Reasonable Accommodation/Modification Approval: HUD does not provide a “HUD approved” reasonable accommodation/modification policy nor does HUD provide the forms to support such a policy. Owner/agents must create their own policies and supporting forms. Use this form to notify and applicant or resident that a requested a reasonable accommodation or modification has been approved.

Sample Notice - Reasonable Accommodation/Modification Request for Meeting: HUD does not provide a “HUD approved” reasonable accommodation/modification policy nor does HUD provide the forms to support such a policy. Owner/agents must create their own policies and supporting forms. Use this form to request a meeting with an applicant or resident who has requested a reasonable accommodation or modification.

Sample Notice - Request for Additional Information or Verification: HUD does not provide a “HUD approved” reasonable accommodation/modification policy nor does HUD provide the forms to support such a policy. Owner/agents must create their own policies and supporting forms. Use this form to notify and applicant or resident that you need additional information regarding a requested a reasonable accommodation or modification.

Sample Notice - Reasonable Accommodation/Modification Denial: HUD does not provide a “HUD approved” reasonable accommodation/modification policy nor does HUD provide the forms to support such a policy. Owner/agents must create their own policies and supporting forms. Use this form to notify an applicant or resident that a requested a reasonable accommodation or modification has been denied.

Sample Verification – Need for an Accessible Unit: HUD does not provide a “HUD approved” Verification – Need for an Accessible Unit. This form is designed to be used for verification of the need for an accessible unit or accessible features.

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Sample Verification – Disability and Need for An Assistance Animal: HUD does not provide a “HUD approved” Assistance Animal Verification Form. Based on HUD/DOJ joint statements you should use this form only if you need to verify disability AND the need for the assistance animal. If the disability is already known or verified, use alternative verification

Sample Verification – Need for an Assistance Animal: HUD does not provide a “HUD approved” Assistance Animal Verification Form. Based on HUD/DOJ joint statements you should use this form if the disability is known or obvious and you need to verify the need for the assistance animal. Modified to add a list of tasks to be performed by each service animal.

Sample Verification – Disability and Need for a Companion Animal: Added this form to provide owner/agents with a form specific to companion animals.

Sample Verification –Need for a Companion Animal: Added this form to provide owner/agents with a form specific to companion animals.

Student Forms

Sample Student Certification Questionnaire: Updated 10/2016. Owner/agents are required to ask all adults if they are a student enrolled in an institute of higher education (full time or part time). If the answer is yes, student eligibility must be determined. The questionnaire is a tool created by the owner/agent. There is no HUD requirement to have a questionnaire. This form was completely revised based on recent changes and customer comments. [Updated Student Rule requirements as outlined in the Final Rule released 9/2016.](#)

Sample Verification - Student Status and Financial Assistance: Updated 12/2015. HUD does not provide a “HUD approved” student verification form. This form is used to verify full-time student status and amount of financial assistance provided. This form was completely revised based on recent changes and customer comments.

Sample Self-Certification/Declaration of Income (Parents Program Eligibility for Students in the Section 8 Housing Program): HUD does not provide a “HUD approved” student verification form. **It is not necessary to use this form if the student is otherwise eligible.** This form is used to when the student is only eligible because the parent/guardian income is no higher than low income limit where he/she lives. There is no requirement to verify the parent’s/guardian’s income other than self-certification unless the owner/agent suspects misrepresentation.

Sample Parent Certification – Financial Support of Student: Added this form to provide owner/agents with a form to verify if the parents are providing financial support to a student.

Miscellaneous Application Forms

Sample Certification of Divestiture of Assets: HUD does not provide a “HUD approved” Certification of Assets Disposed for Less than Fair Market Value. Owner/agents are expected to create their own form. Use this form at MI and AR when a resident must disclose if he/she disposed of assets for less than fair market value. Do not count assets that are forfeited due to bankruptcy, foreclosure or other court order.

Sample Self-Certification – No Social Security Number: Updated 4/2016. HUD does not provide a “HUD approved” Self Certification form when a resident or applicant claims that he/she is exempt from the SSN Disclosure requirement. Owner/agents must create their own forms. Use this form when a household member claims to be exempt from the SSN Disclosure requirement. [This form was updated to include new language to comply with the exemptions to the SSN disclosure requirements effective 4/7/2016.](#)

Sample Questionnaire for Applicants/Residents Who Claim Zero or Sporadic Income: HUD does not provide a “HUD approved” zero income certification. Owner/agents are to develop policies used to verify zero or sporadic income.

Sample Rental History Questionnaire: HUD does not provide a sample landlord reference form. Owner/agents must develop their own forms. This form is a sample that can be presented to “previous landlords” for use during Rental History Screening. This form was updated 10/2013 to change formatting. SSN number was changed to “Last four digits in SSN”.

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Sample Certification – No Rental History: This form can be used when an applicant must certify that he/she has no rental history. It is especially helpful when an owner/agent suspects that someone is living in a unit when they are not on the 50059 or the lease.

Sample Applicant File Checklist: [Updated 11/28/2016](#). Added new language based on guidance provided in the new [VAWA Final Rule published 11/2016](#). Added reference to [VAWA Notice and VAWA Certification if applicant is rejected or if applicant moves in](#). This is a sample applicant file checklist. It should be edited to conform to your own policies regarding maintenance of the applicant file. This form was updated 10/2013 to include references to the latest HUD Handbook 4350.3 Revision 1.