

Annual Recertification Preparation Checklist

What you need to bring to your recertification appointment

Timeline

You'll receive a notice 60-90 days before your lease anniversary date. **Respond immediately.** Schedule your appointment right away.

Income & Employment Documents

- Most recent pay stubs (last 4)
- Updated bank statements (last 3 months)
- Tax returns (last 2 years) if income changed
- Letter of employment confirmation
- Any new income sources documentation

Household & Life Changes

- Report birth of any children (bring birth certificate)
- Report any household member moves (comings or goings)
- Report any deaths (bring death certificate)
- Report marriages or divorces (bring decree)
- Update emergency contact information
- Report any custody or guardianship changes

Deductions & Expenses (if applicable)

- Medical expenses documentation (if elderly or disabled household)
- Childcare expense receipts and contracts
- School enrollment proof for children
- Disability-related expenses
- Child support or alimony payments (documentation)

Housing & Housing Assistance

- Current lease or rental agreement
- Recent utility bills

Waythrough Project

- Any subsidies or vouchers (HAP contract if applicable)
- Proof of rent payments if requested

Remember: Failure to recertify on time can result in lease termination or loss of subsidy. Don't ignore your recertification notice. Mark the deadline on your calendar.