

RealPage Compliance Services Approval Checklist (RAC)

This checklist is required for all certification submissions for pre-approval (prior to certification signing) and for final approval (post certification signing). The exceptions are HUD interims, HUD terminations, all transfers, and Market move ins for which the RealPage Compliance Services Special Approval Checklist (RSAC) is required. Certification must be scanned and uploaded to the RPCS portal with documents in the order listed below. The items listed serve as place holders as document names and requirements vary by program, state, agency, and client. Please only scan what is required for your site. If you have questions, please contact your Compliance Partner.

Site Name: _____

Applicant/Resident Name: _____ Certification Effective Date - Initial/Move-In: _____

Unit Number: _____ Certification Effective Date - Recert: _____

Most Restrictive Set-Aside %/Program: _____

STEP 1: PRE-APPROVAL

Proposed Unexecuted Certification Summary such as a Tenant Income Certification (TIC), 50059, 50058, RD3560-8, etc. **

Documentation of Rental Assistance

Application/Income Questionnaire

Income Affidavits/Certifications such as Unemployed Aff., Zero Income Cert., Self-Employed Aff., Self Cert. for Updates, etc.

Income Verifications in consecutive date/page order

EIV Reports (Existing Tenant Search **(Move In)**/Income & Income Discrep. **(Annual)**) - HUD only

Deduction Verifications in consecutive date/page order - HUD only

Asset Affidavits/Certifications

Asset Verifications in consecutive date/page order

Income/Deduction/Asset Calculations

Household Affidavits/Documentation such as Child Support Affidavit, Marital Status Affidavit, Court Orders, etc.

Student Affidavits/Certifications

Student Verifications

Resident Release and Consent such as HUD 9887, HUD 9887A, HUD 92006, HUD Acknowledgement of Receipt, Owner's & Family Summary, etc.

Verification of Date of Birth/Social and ID for all adults **(Move In)**

Credit/Background Check Results **(Move In)**

Race & Ethnic Data Reporting Form such as HUD 27061-H for each household member or state equivalent/Citizenship Form **(Move In)**

Most recent previous application **(Annual/Interim/Transfer)**

Most recent previous executed certification summary (EX. TIC, 50059, 50058, RD3560-8) **(Annual/Interim/Transfer)**

Page 1 of Move In TIC or cert. statement below. **(Annual/Interim/Transfer)**

STEP 2: FINAL APPROVAL

RPCS provided Pre-Approval letter **

Executed Certification Summary such as a Tenant Income Certification (TIC), 50059, 50058, RD3560-8, etc.

All items from Pre-Approval in the order listed including any conditional items from pre-approval letter **(Full Finals*)**

Executed Lease Agreement

All Required Lease Addendums including VAWA

Rent Notification Letter **(Interim)** - HUD only

Conditional items from pre-approval letter **(Standard Finals) ****

* "Full Finals" are required for sites in first year of funding, located in CA or NC, and for sites where required by your company

** Bulk Audits are Final Approval submissions. "***" items should be excluded from Bulk Audit submissions

Certification Submitted By: _____ Certification Submitted By: _____

Cert. statement in lieu of Page I of Move In TIC: (initial statement)

I have reviewed the initial move-in TIC and certify that at least one original household member still occupies this unit.

Below to be used for HUD certs ONLY:

HUD FAST Act certification statement: (check one)

A. Household meets 90% fixed income threshold established by HUD FAST Act and is not an initial or 3rd year recert, therefore verifications are not required and incomes have been adjusted based on COLA/interest rate increase.

B. Household does not meet 90% fixed income threshold established by HUD Fast Act and is not an initial or 3rd year recert, but does have fixed income. Fixed income has been adjusted based on COLA/interest rate increase. All other income has been verified.

Please choose which certification is being submitted: (check one) _____ 1st year (full cert) _____ 2nd year (self-cert) _____ 3rd year (self-cert)

HUD Asset Certifications (under annual limit): (check one) _____ 1st year (verified) _____ 2nd year (self-cert) _____ 3rd year (self-cert)

HUD Phased-In Relief: (check one) _____ 5% _____ 7.5% _____ 10%

Site Partner's Initials for statement(s)

10/19/2023