

**SECTION 8 RECERTIFICATION REQUIREMENTS**

**The following information is required for your proper recertification for participation in the Section 8 Rental Assistance Program:**

**ALL PARTICIPANTS**

1. **When there is a change of any kind (family size, income, utilities, property owners, etc.), you must see your Section 8 Housing Assistance Technician/Leasing Specialist.**
2. **Current income information required: Letter from HCW/SS/SSI/employer; letter of child support; W-2 Form; Bank statement; other forms of income verification. A termination letter is required if you no longer receive income from HCW, employment, unemployment or other sources. Did you dispose of any property within the past two (2) years?**
3. **Proof of income for everyone in household is required.**
4. **Has family size changed? If it DECREASED, a notarized statement is needed. If it INCREASED, proof of income, birth certificate and Social Security cards are required.**
5. **Did you start working? An employment letter stating starting date and salary is required.**
6. **Are you moving? You must send via Certified Mail, Return Receipt Requested, a 60-day written notice to the current landlord. A copy of the letter and the receipt is to be sent or brought to your Section 8 Housing Assistance Technician/Leasing Specialist.**

**FAMILIES**

7. **Is there an 18 year old in the household? If so, proof of income or student status is required. If not working or in school, a notarized statement is required from the Head of Household stating sole support is being provided.**
8. **Do you receive child support? If so, the amount must be included as income.**
9. **Do you work or go to school and pay for child care for a child under 12 years of age? A letter from the babysitter stating the amount paid by you is required.**

**SENIOR CITIZENS**

10. **Are you a Senior Citizen? You must provide medical information (Blue Cross, AARP, medical/doctor's bills).**