

Examples of possible vital documents listed in the December 2003 draft guidance include:

- **“Consent and complaint forms;”**
 - Document Package for Applicant's/Tenant's Consent to the Release Of Information
 - HUD-9887/A Fact Sheet: Verification of Information Provided by Applicants and Tenants of Assisted Housing
 - Form HUD-9887: Notice and Consent for the Release of Information to the U.S. Department of Housing and Urban Development (HUD) and to a Public Housing Agency (PHA)
 - Form HUD-9887-A: Applicant's/Tenant's Consent to the Release of Information Verification by Owners of Information Supplied by Individuals Who Apply for Housing Assistance
 - Appendix 5 of the 4350.3 Occupancy Handbook: Sample Move In/Move Out Inspection Format
 - Appendix 15 of the 4350.3 Occupancy Handbook: Verification and Consent – Guidance and Sample Formats
 - Appendix 15-A: Sample Verification Consent
 - Appendix 15-B: Sample Verification of Disability When Eligibility for Admission or Qualification for Certain Income Deductions Is Based on Disability Formats
- **“Intake forms with the potential for important consequences;”**
 - All immigration notices to determine eligibility found in the HUD 4350.3 Occupancy Handbook, Chapter 3
 - Exhibit 3-3: Owners Notice No. 1
 - Exhibit 3-4: The Family Summary Sheet
 - Exhibit 3-5: Declaration Format
 - Exhibit 3-6: Verification Consent Form
 - Exhibit 3-8: Owner's Notice No. 2 for a Tenant Family
 - Option Sheet
- **“Written notices of rights, denial, loss, or decreases in benefits or services and other hearings;”**
 - Resident Rights and Responsibilities brochure
 - HUD plans to translate this document into 9 languages
 - Recertification Notices in the 4350.3 Handbook, Chapter 7
 - Exhibit 7-1: Annual Recertification Initial Notice
 - Exhibit 7-2: Annual Recertification First Reminder Notice
 - Exhibit 7-3: Annual Recertification Second Reminder Notice
 - Exhibit 7-4: Annual Recertification Third Reminder Notice/ Notice of Termination
 - Exhibit 7-6: Model Form of Notification of Rent Increase Resulting from Recertification Processing
 - Exhibit 7-7: Interim Adjustment Initial Notice
 - Exhibit 7-8: Interim Adjustment Termination of Assistance

- Appendix 14 of the 4350.3 Occupancy Handbook: Fact Sheets - How Rent is Determined
 - Memorandum February 5, 2002: Fact Sheets for Project-Based Assistance Programs
 - Below Market Interest Rate (BMIR) Fact Sheet
 - Project-Based Section 8 Fact Sheet
 - Rental Assistance Payments (RAP) Fact Sheet
 - Rent Supplement Fact Sheet
 - Section 202/162 – Project Assistance Contract (PAC) & Section 202/811 Project Rental Assistance Contract (PRAC) Fact Sheet
 - Section 236 Fact Sheet

- Form HUD-50059: Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures (the tenant must sign this)

- Tenant Refund Notice (HUD would have to create)

- Exhibit 4-1: Sample List of Records and Documents That Owners May Ask Applicants to Bring to the Certification or Recertification Interview

- Repayment Agreement (HUD would have to create)

- **“Notices of eviction;”**
 - HUD would have to create a model form

- **“Notices advising LEP persons of free language assistance;”**
 - HUD would have to create a model form

- **“Leases and tenant rules; and/or”**
 - HUD multifamily housing programs model leases
 - HUD plans to translate the 4 model leases into 9 languages
 - House Rules (HUD would have to create model House Rules)
 - Pet addendum to the lease (HUD would have to create a model form)
 - Material Non-Compliance Lease Notice (HUD would have to create a model notice)
 - Lease Default & Cure Notices (monetary) (HUD would have to create model notices)

- **“Applications to participate in a recipient's program or activity or to receive recipient benefits or services.”**
 - HUD would have to create model forms, as this information is currently company specific and there is no HUD form

Additionally, NAHMA believes HUD should provide translations for:

- Form HUD-27061-H: Race and Ethnic Data Reporting Form
- Lead-Based Paint Disclosure Materials
- Unit Inspection Notices (HUD would have to create)
- Safety notices (HUD would have to create)
- An eligible student declaration form (HUD would have to create a model)
- A HUD-approved generic Tenant Selection Plan (HUD would have to create a model)