

Get Households to Cooperate with Recertification Efforts

Use the following clause to get households to cooperate in meeting the recertification requirements or to prove that you tried to gain their cooperation. Remember to show this clause to an attorney in your area before using it in your leases.

RECERTIFICATION REQUIREMENTS

- A. Annual Recertification Responsibilities.** Resident acknowledges that the Tax Credit Program requires an annual recertification of eligibility. Resident must complete the recertification process. This includes attending an interview with management to determine continued program eligibility; providing sources and documentation to verify all income, assets, and other eligibility information; and signing a new Income Certification Form. It is Resident's responsibility to provide all necessary information so that management may perform this task. Occupancy is subject to continued eligibility under the Tax Credit Program Requirements.
- B. Timetables.** Resident's next annual recertification must be completed by *[insert date]*. Management will contact Resident by *[insert date 90 days earlier than date above]* to begin processing the necessary paperwork.
- C. Failure to Comply.** Resident must fully cooperate and provide all necessary information to expedite this process. Failure to comply with these recertification requirements is a material breach of the terms of this lease and may result in nonrenewal of Resident's lease or the Resident's eviction from the unit.