

**U.S. Department of Housing & Urban Development
Office of Public and Indian Housing (PIH)
Real Estate Assessment Center (REAC)
Deceased Tenant Case Review
Documentation Checklist
Section 8 Program**

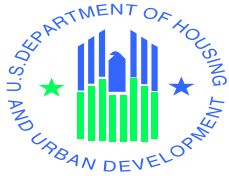
Public Housing Agencies (PHAs) may use this checklist to ensure complete and accurate documentation is submitted to PIH-REAC to close out identified deceased tenant cases. Submit only the below requested documentation. PHAs may submit this completed checklist with documentation to:

PIH.ImproperPayments@hud.gov.

DO NOT SUBMIT COPIES OF FORM HUD-50058s TO HUD! INCLUDE YOUR PHA CODE ON YOUR SUBMISSION.

Single Member Households/Head of Household & Live-in Aide

- If tenant is **not deceased**, submit the following documentation:
 - Current EIV Summary report dated within the last 60 days which indicates that the current identity verification status is **Verified**; or
 - Current documentation from SSA which confirms that the tenant is alive (if EIV shows a current identity verification status of **Deceased**)
- If tenant is **deceased**, submit the following documentation:
 - Certification that your agency has successfully submitted an EOP form HUD-50058 to PIC
 - Landlord/tenant payment history (tenant-specific) for the following time period: the month and year in which the death occurred through the current date
 - Landlord/tenant payment history (tenant-specific) which shows that the improper payment was recovered by offsetting subsequent HAP checks to the landlord (**Required if your agency paid HAP in any month following the month in which the death occurred**)
 - Copies of checks submitted by the landlord to the PHA to repay improper payments, including proof of deposit into HCV account (**Required if your agency paid HAP in any month following the month in which the death occurred and the landlord repaid the overpaid HAP**)
 - Documentation from the PHA's accounting software showing that the amount of improper payment was repaid to the HCV program, as evidenced by showing the transfer of funds from either unrestricted net assets, also known as UNA (administrative fee reserves), central office cost center (COCC), or a non-federal account to the net restricted assets (NRA) of the HCV program (**Required if your agency paid HAP in any month following the month in which the death occurred and your agency did not recover any overpaid HAP from the landlord**)



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Multiple Member Households

- If tenant is **not deceased**, submit the following documentation:

- Current EIV Summary report dated within the last 60 days which indicates that the current identity verification status is **Verified**; or
- Current documentation from SSA which confirms that the tenant is alive (if EIV shows a current identity verification status of **Deceased**)

- If tenant **is deceased**, submit the following documentation:

- Certification that your agency has successfully submitted an updated form HUD-50058 to PIC, which no longer contains the deceased household member as a part of family composition

PHA Code:

Email Address:

Submitter's Name:

Phone Number: