

APPLICATION UPDATE POLICY

The purpose of this policy is to make certain that information regarding an applicant and the applicant's household members are current at the time of move in or at the time a voucher is issued.

Many times when an applicant is moved in or a voucher is issued the information verified at the time of approval could be old and circumstances could have changed since the initial verification; therefore, this will attest that the applicant is indeed still eligible for housing assistance through Fort Mill Housing Services, Inc.

The following procedures are to be followed prior to the move-in or issuance of a voucher:

- An updated criminal report will be run through Tenant PI **24 hours** prior to move in or the issuance of a voucher. The criminal report is to include all adult family members over the age of 18 who are listed on the application. Documentation will be provided in the file that an updated criminal report was processed
- An updated Landlord verification will be done within 30 days prior to the move-in or the issuance of a voucher. The TBRA Tenant Based Rental Assistance program will only be interested in prior landlord verification only if the applicant has previously lived or is currently receiving housing assistance through a Housing Authority. This verification can be done by telephone, and documented on the back of the prior existing landlord report. The documentation will state the Landlord, the date and time of the verification and the person verifying the information.
- All income sources will be reverified within 30 days of the move-in or the issuance of a voucher. This can be accomplished through consultation with the applicant; if nothing has changed then it will be so documented; should changes have occurred since the initial verification, then new income verifications will be resubmitted to the source. However, no income verification will be more than 90 days old.
- All deductions will be reverified within 30 days of the move-in or the issuance of a voucher, if there have been any changes since the initial verification for approval. This can be accomplished through consultation with the applicant; if nothing has changed then it will be so documented should changes have occurred since the initial verification, then new verifications will be resubmitted to the source for updated verifications.