



ANNUAL RECERTIFICATION PACKET

As a participant in the Montclair Housing Authority Housing Choice Voucher Program, federal regulations require that you recertify annually in order to continue to receive assistance. Please complete the attached packet according to the instructions listed below:

Post-HOTMA INSTRUCTIONS:

- ☐ Complete the attached Application for Continued Occupancy and **ALL** its supplemental pages (**required**):
 - ☐ HUD-92006 Supplement to Application for Federally Assisted Housing
 - ☐ HUD-9886-A Authorization for the Release of Information/Privacy Notice
 - ☐ HUD-52675 Debts Owed to PHAs & Terminations
 - ☐ HUD- "What You Should Know About EIV"
 - ☐ Criminal, Arrest, and Incident History Authorization
- ☐ Read and complete the recertification document submission checklist to make sure you have included all required documents
- ☐ Read, sign, and date the Certification Statement
- **All other household members aged 18 and older must provide their email(s) below in order to adobe sign the following documents or go to MontclairHousing.org to print, complete, and sign the following:**

- ☐ Certification Statement
- ☐ HUD-9886-A Authorization for the Release of Information/Privacy Notice
- ☐ HUD-52675 Debts Owed to PHAs & Terminations
- ☐ Criminal, Arrest, and Incident History Authorization

- ☐ Upload all the completed materials to the MHA tenant portal by the due date:

Recertification Due – (DATE ASSIGNED VIA PORTAL)

***If this date falls on a weekend or Holiday, it is YOUR responsibility to have your recertification submitted prior to the start of the next business day. ***

Please message via the portal or email sanderson@montclairnjusa.org if you need assistance or have questions about what materials are needed to complete the packet.