PENNSYLVANIA HOUSING FINANCE AGENCY

Third Party Verifications

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Why are third party verifications important?

It is the owner's responsibility to determine:

- Eligibility
- Tenant's portion of rent
- Accurate HAP amount

How is this accomplished?

The Owner must verify:

- Income

- Assets

- Expenses

- Deductions

- Family Characteristics

- Eligibility

HUD Handbook 4350.3 REV-1, paragraph 5-12

When are verifications necessary?

- Move-In

- Annual Recertification

- Interim Recertification

  - or any time financial information or family characteristics change.

How is this information verified?

- Third Party Verification

- Review of Documents

- Family Certification

(In order of acceptability)

HUD Handbook 4350.3 REV-1, paragraph 5-13 A

Third Party Verification

- Written

- Oral

- Electronic

HUD Handbook 4350.3 REV-1, paragraph 5-13 B

Written Verification

- Preferred Method

- Send via mail

- Applicants/Tenants should not hand deliver verifications

HUD Handbook 4350.3 REV-1, paragraph 5-13 B

Oral Verification

NOTE: May be used when the Third Party does not respond to requests for written verification. Third party attempts must be documented.

When using the oral verification method, documentation **must** include:

- Date and time of phone conversation.

- Name and title of third party.

- Facts verified.

HUD Handbook 4350.3 REV-1, paragraph 5-13 B

Electronic Verification

- Fax
- E-mail
- Internet

NOTE: Confirm the validity of fax numbers, e-mail addresses and internet sites prior to sending or receiving any Information.

How long are verifications effective?

- 90 days from the date owner receives the complete verification.

- Days 91-120, update the verification via telephone with the third party source.

- Once verifications reach greater than 120 days and have not been part of a recertification, new verification forms must be sent.

HUD Handbook 4350.3 REV-1, paragraph 5-17 B

When Third Party Verification is Not Available

- Written Note to file with explanation

- Copy of dated original request to third party

- Documentation of follow-up efforts

HUD Handbook 4350.3 REV-1, paragraph 5-19 E

Review of Documents

When Third Party Verification is:

- Not possible
- Delayed over two weeks
- Fee contingent

HUD Handbook 4350.3 REV-1, paragraph 5-13 C

Family Certification

- When information cannot be verified by any other manner.

- Owners may accept the tenant's notarized statement.

Acceptable Forms of Verification

- See Appendix 3 of the 4350.3 REV-1

Questions?