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

HUD Handbook 4350.3 REV-1, paragraph 5-12
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.

HUD Handbook 4350.3 REV-1, paragraph 5-12 B
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.

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

HUD Handbook 4350.3 REV-1, paragraph 5-13 D
Acceptable Forms of Verification

- See Appendix 3 of the 4350.3 REV-1
Questions?