

Exhibit 7-5: Sample Recertification Interview and Verification Record

Name of Tenant: _____

Address/Unit No.: _____

1. Date Initial Letter Mailed to Tenant to Arrange Recertification Interview: ___/___/___

2. Date and Type of Action Required to Follow Up Initial Letter to Arrange Recertification Interview:

Date	Type of Action
/___/___/___ (M D y)	_____
/___/___/___	_____
/___/___/___	_____

3. Date Recertification Interview Completed ___/___/___ . If interview not completed, give reason. _____

4. Member #1*

For verifications not available in the EIV System:

	Verifications Sent To:		Processing Dates:	
	Written		Oral	
	Sent	Rec'd	Sent	Rec'd
a. _____				
b. _____				
c. _____				
d. _____				
e. _____				

* This information should be completed for all household members. Include additional sheets as needed.