

## Recertification for 100% Property

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All properties are reporting on an annual basis. Please contact our office at 406-841-2840 and ask to speak to Bob, Rena, or Todd if you have any questions.

### **General Tab**

Only fields needing information:

1. *Employment Type/Occupation*: Only if student status has changed.
2. *Initial/new cert date*: Date tenant signed annual student form.
3. *Rent type*: If changed since last certification
4. *Unit Assistance Type*: If subsidy has changed status since last certification.
5. *HOH Special Population*: Leave blank unless a status has changed.

Click update to save this information.

You do not need to enter any information in the Income, Assets, and Unit Rent Tabs unless there is a change; such as adding or removing household members. For instructions to update any of these, please see recertification's for mixed properties.