

Checklist for IHCD Desktop Reviews- Tax Credit

Please make a copy of this sheet and attach it to the top of each tenant file being submitted for review. Documents should be submitted for review in the order listed below. Place an "X" in the box next to each document that you are submitting. (Note: not all documents will be applicable for all files).

BIN # _____ Unit # _____ Tenant Name _____

Event Type (MI = Move-in, AR= Annual Recert): _____ Event Date: _____

LEASING INFORMATION

_____ Original Lease
_____ Current Lease
_____ Lease Addenda (e.g., Tax Credit Addendum, Renewal Addendum, VAWA Addendum, etc.)

TENANT INFORMATION

_____ Tenant Income Certification (TIC) Form
_____ Income Certification Questionnaire
_____ Rental Application

INCOME VERIFICATIONS

_____ Employment Verification / Paystubs
_____ Self-Employment Verification
_____ Child Support Verification
_____ Social Security / Other Benefit Verifications
_____ Public Assistance Verification (e.g., TANF)
_____ Zero-Income Certification (if entire household is claiming zero income)
_____ Public Housing Authority (PHA) Income Certification
_____ Safe Harbor Income Verification for Means-tested Programs

ASSET VERIFICATIONS

_____ Third-party Verification of Assets
_____ Under \$50,000 Asset Certification

OTHER DOCUMENTS

_____ Student Status Certification and supporting documentation
_____ Section 8 Verification (if HCV = HAP Contract or 50058; if PBV = 50058; if PBRA = 50059)
_____ Unborn Child Self-Certification
_____ Live-in Aide Certification
_____ Marital Separation Status Certification / Divorce Decree
_____ Tenant Consent of Release of Information
_____ Additional Tenant Self-Certifications
_____ Additional Management Clarification Documents and/or Calculation Worksheets

Additional Notes:

1. Only submit **copies**. IHCD will shred all documents once the review is completed.
2. Since the tax credit program does not use adjusted income, IHCD does not need to see documents for adjusting income used for other programs (i.e. medical receipts).
3. If you are using the 100% Recertification Exemption, send in the current 100% Recertification TIC Form, the original and current lease, the current Student Status certifications, and the entire move-in file for that household.
4. If the project is not eligible for or is not using the 100% Recertification Exemption, send in the most recent recertification file and the original and current lease.
5. If the unit selected is currently vacant, send the documentation for the most recent household to occupy the unit, including the move-out documentation.
6. If the unit selected is currently a market rate unit, contact the designated Compliance Auditor for a replacement unit.