

Checklist for IHCDA 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 _____

LEASING INFORMATION

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

TENANT INFORMATION

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

INCOME VERIFICATIONS

- Employment Verifications (may include pay stubs and tax returns if necessary)
- Self Employment Verification
- Non-Employment Verification
- Child Support Verification
- Social Security / Other Benefit Verifications
- Public Assistance Verification (AFDC, TANF, HIP, etc.)
- Zero-Income Certification
- Public Housing Authority (PHA) Income Certification

ASSET VERIFICATIONS

- Third Party Verification of all Assets
- Less Than \$5000 Asset Certification
- Disposal of Assets Certification

OTHER DOCUMENTS

- Student Status Certification
- Section 8 Verification (including the HAP Contract)
- Unborn Child Self-Certification
- Live-in Aide Certification
- Marital Separation Status Certification / Divorce Decree
- Tenant Consent of Release of Information
- Any Additional Tenant Self-Certifications
- Any Additional Management Clarification Documents and/or Calculation Worksheets

Additional Notes:

1. Only submit **copies**. IHCDA will shred all documents once the review is completed.
2. Since the tax credit program does not use adjusted income, IHCDA 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 current lease, the current Student Status certifications, and the entire move-in file for that household.
4. If the unit selected is currently vacant, send the documentation for the most recent household to occupy the unit, including the move-out documentation.
5. If the unit selected is currently a market rate unit, contact the designated Auditor for a replacement unit.