

**Checklist for IHCD Desktop Reviews: HOME/Trust Fund or Development Fund/CDBG/CDBG-D/NSP**

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).

Unit # \_\_\_\_\_ Tenant Name \_\_\_\_\_

**LEASING INFORMATION**

- \_\_\_\_\_ Original Lease
- \_\_\_\_\_ Current Lease
- \_\_\_\_\_ All Lease Addenda (e.g. HOME Program Addendum, Renewal Addendum, etc.)
- \_\_\_\_\_ Acknowledgement of receipt of Fair Housing & Lead Based Paint informational pamphlets

**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
- \_\_\_\_\_ Disposal of Assets Certification

**OTHER DOCUMENTS**

- \_\_\_\_\_ Student Status Certification and supporting documentation (\*for HOME-assisted units only\*)
- \_\_\_\_\_ Section 8 Verification (including the HAP Contract)
- \_\_\_\_\_ 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**. IHCD will shred all documents once the review is completed.
2. If you are using the CDBG & NSP Recertification Form, send in the current Recertification TIC Form, the current lease, and the entire move-in file for that household.
3. If the unit selected is currently vacant, send the documentation for the most recent household to occupy the unit, including the move-out documentation.