

### **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).

Project Name \_\_\_\_\_ BIN # \_\_\_\_\_ Unit # \_\_\_\_\_

Tenant Name \_\_\_\_\_

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

#### **TENANT INFORMATION \*SEE ADDITIONAL NOTES BELOW FOR INSTRUCTIONS\***

\_\_\_\_\_ 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

#### **LEASING INFORMATION**

\_\_\_\_\_ Original Lease  
\_\_\_\_\_ Current Lease  
\_\_\_\_\_ Lease Addenda (e.g., Tax Credit Addendum, Renewal Addendum, VAWA Addendum, Smoke-free Addendum, etc.)

#### **Additional Notes:**

1. 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).
2. 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.
3. 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.
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 Compliance Auditor for a replacement unit.