

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 _____

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**. 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 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.