

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.