

Checklist for IHCD Desktop Reviews: HOME/HTF/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).

Project Name _____ Award # _____ 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
- _____ Rental Assistance Verification (if HCV = HAP Contract or 50058; if PBV = 50058; if PBRA = 50059)

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
- _____ Other Rental Assistance Program Income Verification
- _____ Safe Harbor Income Verification for Means-tested Programs

ASSET VERIFICATIONS

- _____ Third-party Verification of Assets
- _____ Asset Self-Certification Form (As adjusted by inflation)

OTHER DOCUMENTS

- _____ Student Status Certification and supporting documentation (*for HOME-assisted units only*)
- _____ Unborn Child Self-Certification
- _____ Live-in Aide Certification
- _____ Marital Separation Status Certification / Divorce Decree
- _____ Tenant Consent of Release of Information
- _____ Additional Tenant Self-Certifications

LEASING INFORMATION

- _____ Original Lease
- _____ Current Lease
- _____ Lease Addenda (e.g., Program Addendum, Renewal Addendum, VAWA Addendum, Smoke-free Addendum, etc.)
- _____ Acknowledgement of receipt of Fair Housing & Lead Based Paint informational pamphlets

Additional Notes:

1. If you are using the CDBG & NSP Recertification Form, send in the current Recertification TIC Form, the original and current lease, and the entire move-in file for that household.
2. If the project is not eligible for or not using the CDBG & NSP Recertification Form, send in the most recent recertification file and the original and current lease.
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.
4. If the unit selected is currently a market rate unit, contact the designated Compliance Auditor for a replacement unit.
5. All Management Clarification Documents and Calculation Worksheets need to be right in front of their corresponding docs.