

Checklist for AHFC IAD Electronic File Checklist

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 _____ Effective Date _____

TENANT INFORMATION

- _____ Tenant Income Certification (TIC)
- _____ Tenant Income Certification Questionnaire
- _____ Rental Application
- _____ Income Calculation Worksheet

INCOME VERIFICATIONS

Clarification documents and income calculation worksheets need to be in front of their corresponding documents. Supporting documents need to be behind their corresponding certifications.

- _____ Employment Verification / Paystubs
- _____ Self-Employment Certification
- _____ Non-Employment Status Certification
- _____ Child Support Certification
- _____ Certification of Zero-Income (if entire household is claiming zero income)
- _____ Social Security / Other Benefit Verifications
- _____ Public Assistance Verification (e.g., TANF)
- _____ Safe Harbor Income Verification for Means-tested Programs

ASSET VERIFICATIONS

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

OTHER DOCUMENTS

- _____ Student Status Certification and supporting documentation
- _____ Live-in Aide Verification
- _____ 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., Community Policies, VAWA, renewal addendum, etc.)
- _____ Rental Assistance Verification (HAP Contract, HUD-50058, HUD50059, RD 3560-8)
- _____ Tenant Ledger

