Checklist for IHCDA 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

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

ASSET VERIFICATIONS
_____ Third-party Verification of Assets
_____ Under $50,000 Asset Certification

OTHER DOCUMENTS
_____ Student Status Certification and supporting documentation (*for HOME-assisted units only*)
_____ 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., HOME Program Addendum, Renewal Addendum, VAWA 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.