COMPLIANCE CHECKLIST
Low-Income Housing Tax Credit Program
(Use a separate Checklist per Applicant/Tenant)

Name: _____ **Phone#:** _____ **Unit#**: _____

PRELIMINARY ELIGIBILITY DETERMINATION

Required	Completed	
_____	_____	Completion of Applicant Questionnaire
_____	_____	Explanation of LIHTC Program and Requirements
_____	_____	Rental Application Completed and Approved

INCOME/ASSET VERIFICATION

Required	Completed	
_____	_____	Current Year's Tax Return
_____	_____	Income Verification (Employed Person)
_____	_____	Income Verification (Self-Employed Person)
_____	_____	Copy of Tax Returns
_____	_____	Social Security Benefits Verification
_____	_____	Certification of Child Support/Alimony
_____	_____	Copy of substantiating documents (divorce decree, NOTARIZED statement from the Courts, Attorney or Paying Party)
_____	_____	Asset Verification(s) or Under $5,000 Asset Certification
_____	_____	Verification of Student Status and Financial Assistance
_____	_____	Periodic Monetary Assistance Verification
_____	_____	Public Assistance Verification (TANF or other similar programs)
_____	_____	Public Housing Authority Statement
_____	_____	Unemployed Applicant/Resident Affidavit

COMPLETION OF CERTIFICATION OF RESIDENT ELIGIBILITY

Required	Completed	
_____	_____	ALL occupying household member's listed and personal information entered
_____	_____	Each household member 18 years or older, income/asset information entered in appropriate places (ALL blanks completed, $0 or "N/A")
_____	_____	ALL figures totaled and eligibility determination made
_____	_____	ALL occupying household members, 18 years or older, MUST sign/date

COMPLETION OF LEASE AGREEMENT

Required	Completed	
_____	_____	ALL Residents occupying unit listed in Lease Agreement, regardless of age
_____	_____	Sign and date the same date as on the Certification of Resident Eligibility
_____	_____	ALL Co-Applicants sign and date the Lease Agreement