

### TENANT FILE - REVIEW CHECKLIST

Property Name: \_\_\_\_\_ Property #: \_\_\_\_\_ Review Date: \_\_\_\_\_

Bldg/Unit #: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_ Move-in Date: \_\_\_\_\_ HERA Eligible?  Yes  No

**FUNDING INVOLVED:** (Check all that apply)  LIHTC  OAHTC  RISKSHARE  CONDUIT  ELDERLY/DISABLED  PB-Section 8  
 Housing Plus  Trust Fund  GHAP  NSP2  HPF  Other: \_\_\_\_\_  
 HOME (State)  HOME (City)  HOME (County) **IDIS Closeout Date:** \_\_\_\_\_

**Income Certification**  Initial/Move-In Certification  First Annual Re-Certification  Self-Certification

Household Member	Income Source(s) (List all income sources for each member)	Annual Gross Income

**Household Assets:** \_\_\_\_\_ Total Income from Assets: \_\_\_\_\_

**TOTAL Household Income:** \_\_\_\_\_

**Household composition:** # Children: \_\_\_\_\_ HH Size at Move-in: \_\_\_\_\_ At Recert: \_\_\_\_\_

APPLICATION / PLACEMENT PROCESS	Yes	No	N/A	COMMENTS
Application is present for each unmarried adult				
Application lists all potential occupants and is dated prior to move-in				
Application requests all household income from all sources				Income: _____
Application is signed/dated by #1-Applicant and #2-Management				#1: _____ #2: _____
Screening report is present				

MOVE-IN CERTIFICATION	Yes	No	N/A	COMMENTS
Certification was signed & dated by all adult household members and by management on the effective date; not later and within 10 days prior				Effective date: _____ Signature date: _____
Applicant/Tenant Questionnaire is complete, signed and dated by all adult household members				
Income verifications are in compliance with methods required by state, federal, city and/or county polices				
Asset verifications are complete, signed and dated by all adult household members				
Under \$5,000 Asset Certification is completed, signed and dated by all adult household member - Not valid for HOME units				
Income from all household member's combined assets are included with total annual household income				<\$5,000 – Use actual income earned >\$5,000 – Impute w/current rate; use if higher amt.
Student Status is addressed and the appropriate Annual Certification of Student Status is completed by all household members				LIHTC: HOME:
All required forms including VAWA and Assessment of Household Demographics are used, completed, signed and dated by all adults in HH				

RENT RESTRICTIONS				INCOME RESTRICTIONS	
<b>UNIT RENT Restriction % AMI:</b> <input type="checkbox"/> 50% <input type="checkbox"/> 60% <input type="checkbox"/> Other %:	<b>Move-in Year:</b>	<b>Recertification Year:</b>	MAX – LIHTC Rent LIMIT	<b>INCOME Restriction % AMI Move-in %:</b>	
Tenant's Rent Portion:	\$ _____	\$ _____	\$ _____	Maximum Income Limit at MI	\$ _____
Utility Allowance:	\$ _____	\$ _____		Household Income at MI	\$ _____
Rental Assistance: <input type="checkbox"/> PBA <input type="checkbox"/> TBA <input type="checkbox"/> Other:	\$ _____	\$ _____	MAX - HOME Rent LIMIT	Recert – Limit X 140%	\$ _____
<b>TOTAL RENT (GROSS*):</b>	\$ _____	\$ _____	\$ _____	Maximum Income Limit: Recert	\$ _____
<b>MAXIMUM ALLOWABLE RENT FOR THIS UNIT:</b>	\$ _____	\$ _____		Household Income at Recert	\$ _____
HOME: <input type="checkbox"/> Low <input type="checkbox"/> High				HOME 80% AMI Limit:	
Qualified HOME unit:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		Tenant Income Qualified	Yes No
*HOME units must include Rental Assistance in Total Rent Calculation				Rent Adjustment Needed?	Yes No

LEASE & ADDENDUM	Yes	No	N/A	COMMENTS
Lease is present, complete, signed and dated by all adult household members and management on or prior to move-in				Lease/Signature date: Lease renewal date:
Proper initial lease term? From: _____ To: _____				LIHTC: Minimum of 6 months HOME: Must offer 1 year (may elect lesser term)
Security deposit is refundable? Deposit Amt.:				
Only allowable fees and deposits are being charged				
HOME Lease Compliance Form is in the file at move-in				Required for HOME units
Lease and HOME Lease Compliance form Terms match				New form required with lease renewal
Lead-Based Paint disclosure is present in file				N/A for properties built post 1978

FIRST YEAR ANNUAL RE-CERTIFICATION	Yes	No	N/A	COMMENTS
Required first year annual recertification completed on time				Effective Date: Signature Date:
Household is over-income limit by first year annual recertification				Current HH Income:
Problems with move-in certification caught at recertification (i.e. new job right after move-in, un-reported income at move-in... etc)				Caught by management? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Student status</b> is addressed and the appropriate Annual Certification of Student Status is completed by all household members				<b>LIHTC:</b> <b>HOME:</b>
All required forms including <b>VAWA</b> and <b>Assessment of Household Demographics</b> are used, completed, signed and dated by all adults in HH				<b>IF not completed at move-in</b>

SELF-CERTIFICATIONS	Yes	No	N/A	COMMENTS
Self-Certifications are being completed				Effective Date: Signature Date:
Risk Share Self-Cert completed using Tax Returns				<b>All</b> adult HH members <b>must</b> file a tax return in order to complete a self-cert. If no, a recert must be completed with full 3 <sup>rd</sup> party verifications. Current HH Income:
<b>HOME 6<sup>th</sup> year IDIS</b> full certification completed correctly and on time				Income:
Student status is addressed and the appropriate Annual Certification of Student Status is completed by all household members				<b>LIHTC:</b> <b>HOME:</b>

Comments/Notes:

Auditor: \_\_\_\_\_ Agency/Bureau: \_\_\_\_\_