

**UNITY HOUSING APARTMENTS, LP  
TAX CREDIT FILE CHECKLIST  
MOVE-IN**

Tenant Name: \_\_\_\_\_

Project/Unit #: \_\_\_\_\_

**Left Side**

- Tax Credit Lease Addendum, Signed and Dated
- Copy of HUD Lease
- Copy of HUD Move-In Inspection

**Right Side**

- Tenant Income Certification (TIC), Signed and Dated
- Application, Signed and Dated
- 9887/9887A Signed and Dated
- Income Verifications (IV)
- Asset Verifications (AV)
- Clarification: Explain \_\_\_\_\_

**NOTE:**

- All documents must be current (within 120 days).
- All original documents and corrections will be maintained in the Tax Credit file at the Housing Site.
- All documents must be completed in blue ink, with no white out or highlighted areas.
- All corrections must be crossed out, inserting corrected information and initialed/dated by Tenant/Manager.
- **Tax Credit TIC, Tax Credit Lease Addendum, HUD Lease, and HUD Move-In Unit Inspection must be signed/dated by Tenant and Manager with same date as move-in.**

