



**FILE CHECKLIST  
FOR PROOFING A TAX CREDIT/HUD MOVE-IN**



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

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

• **Pre-Approval for Move-In:**

- Copy of Tenant Income Certification (TIC), Unsigned (Tax Credit Only)
- Copy of Pre-Application, Signed and Dated
- Copy of Application, Signed and Dated
- Copy of 9887/9887A Signed and Dated
- Copy of Income Verifications (IV)
- Copy of Asset Verifications (AV)
- Copy of Birth Certificate
- Copy of Photo ID
- Copy of Social Security Card
- Copy of 50059
- Copy of Detailed Report
- Copy of Medical Expenses
- Certification Worksheet

- Submit all new move-in Tax Credit paperwork directly to Tina Buchanan for proofing 24 hours prior to actual move-in.
- All documents, except the Pre-Application, must be current (within 120 days).

**Reviewed by:**

**Returned for Corrections:**

\_\_\_\_\_  
Site Manager Date

\_\_\_\_\_

\_\_\_\_\_  
Compliance Coordinator Date

\_\_\_\_\_

\_\_\_\_\_  
Fiscal Manager Date

\_\_\_\_\_

**NOTE:**

- 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.