

## **FILE CHECKLIST FOR PROOFING A TAX CREDIT/HUD RECERTIFICATION**

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

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

• **Tax Credit Re-Certification:**

- Copy of Tenant Income Certification (TIC), Unsigned (Tax Credit Only)
- Copy of Re-Certification Questionnaire, Signed and Dated
- Copy of 9887/9887A, Signed and Dated
- Copy Income Verifications (IV)
- Copy Asset Verifications (AV)
- Copy of EIV
- Copy of 50059
- Copy of Detailed Report
- Copy of Medical Expenses
- Certification Worksheet

- Submit all Tax Credit Re-Certification Paperwork, Completed and Ready to be Proofed, to Tina Buchanan three (3) working days prior to the 17<sup>th</sup> of Each Month.
- Submit all HUD Re-Certification Paperwork, Completed and Ready to be Proofed, to Tammy Lawson by the 18<sup>th</sup> of each month.

**Reviewed by:**

**Returned for Corrections**

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

\_\_\_\_\_

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

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

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