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 17th of Each Month.
- Submit all HUD Re-Certification Paperwork, Completed and Ready to be Proofed, to Tammy Lawson by the 18th of each month.

Reviewed by:		**Returned for Corrections**
_____		_____
Site Manager	Date	
_____		_____
Compliance Coordinator	Date	
_____		_____
Fiscal Manager	Date	

Revised 4/2021

EQUAL HOUSING OPPORTUNITY