



Nebraska Investment Finance Authority (NIFA)
Processing a New Move-In/Recertification (mixed project)
Checklist

Building Identification Number (“BIN”): _____ Move-in Date: _____

Property Name: _____ Unit: _____

- Adult Household members: 1. _____
 (18 years of age or older) 2. _____
 3. _____
 4. _____
 5. _____

DOCUMENTATION	1	2	3	4	5
RENTAL APPLICATION					
TENANT INCOME CERTIFICATION (TIC)					
INCOME:					
Employment Verification					
Unemployed Affidavit					
Certification of Zero Income					
Self-Employment Affidavit					
Each adult household member must complete one of the 4 forms listed above					
Child Support and/or Alimony Verification					
Child Support and/or Alimony Verification (Completed by Payer)					
Military Pay Verification					
Pension Income Verification					
Social Security/ SSI Verification					
Student Financial Aid Verification					
Verification of Social Services					
Verification of Unemployment Benefits					
Workers Compensation Verification					
ASSETS:					
Annuity Verification					
Bank Verification					
Disposal of Assets Certification					

Home Owner/Real Estate Certification (If owns property they must complete this form and attach county assessor's report)									
Life Insurance Verification									
Mutual Funds/Stocks/Bonds Verification									
Real Estate Verification (Also need to complete the Home Owner/Real Estate Certification)									
Retirement Savings Plan Verification									
Safe Deposit Box Verification									
Savings Bond Verification									
Trust Account Verification (Copy of Trust Agreement must be submitted with this form)									
Under \$5,000 Asset Certification (If the household has no assets they must complete this form)									
MISCELLANEOUS:									
Annual Student Certification									
Certification of Dependent Child									
Certification of No Child Support									
Foster Care Verification									
Income and Asset Income Calculation Worksheet (NIFA strongly recommends the use of this form)									
Live-in Care Attendant Affidavit									
Self-Certification Form (i.e. verify unborn child or cash on hand)									
Verification of Section 8 Housing Assistance									
Voluntary Race, Ethnicity and Disability Data Reporting Form									
LEASE/RENT:									
Lease Agreement									
Violence Against Women Act (VAWA) Lease Addendum (each adult in the household must complete one)									

ALL FORMS ARE COMPLETED IN THEIR ENTIRETY, SIGNED AND DATED

VERIFICATION CANNOT BE OVER 120 DAYS OLD