



**Nebraska Investment Finance Authority (NIFA)  
Processing a Recertification Checklist For 100%  
Tax Credit Properties**

Building Identification Number (“BIN”): \_\_\_\_\_ Unit: \_\_\_\_\_

Household Name: \_\_\_\_\_

Original Move-In Date \_\_\_\_\_

Anniversary of Move-In Date: \_\_\_\_\_

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

<b>DOCUMENTATION FOR EACH ADULT HOUSEHOLD MEMBER</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Annual Student Certification</b> – signed and dated within 120 days of the anniversary of move-in date					
<b>VAWA Lease Addendum</b> – signed and dated					

<b>RENT DOCUMENTATION</b>	<b>YES</b>	<b>NO</b>
<b>Lease/Lease Addendum</b> – signed and dated		
<b>Rental Assistance, if applicable</b> – signed and dated within 120 days of the anniversary of move-in date		

**Additional comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ALL FORMS ARE SIGNED, DATED AND COMPLETE**

**PLEASE ENSURE CERTIFICATION PORTAL (CP) IS UPDATED WITH ANY CHANGES TO THE HOUSEHOLD MEMBERS, UTILITY ALLOWANCE OR RENT AMOUNTS**