



**ANNIVERSARY OF MOVE-IN DOCUMENTATION
(MIXED USE PROJECTS)
File Submission Paperwork Checklist**

Documentation Type	Yes	No
Tenant Income Certification (TIC) (signed by adult household members 18 or older)		
Recertification Questionnaire (completed by adult household members 18 or older)		
Income/Asset Calculation Worksheet		
Employment Status Verification [each adult household members 18 or older, whether employed or not (i.e. Employment Verification, Unemployed Certification, Self-Employment Certification, Certification of Zero Income)]		
Income Verifications		
Asset Verifications		
Documentation of Student Status (signed by adult household members 18 or older)		
Rental Assistance Documentation, if applicable (Signed and dated up to 120 days prior to the anniversary of move-in date)		
Lease Agreement (or Addendum or Notice of Increase, etc.)		
Violence Against Women Act (VAWA) Lease Addendum (signed by adult household members 18 or older)		