



PROCESSING A NEW MOVE-IN/RECERTIFICATION CHECKLIST (MIXED PROJECT)

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					
RECERTIFICATION QUESTIONNAIRE (only at anniversary)					
TENANT INCOME CERTIFICATION (TIC)					
INCOME:					
Certification of Zero Income					
Employment Verification					
Self-Employment Certification					
Unemployed Certification					
Each adult household member must complete one of the 4 forms listed above					
Certification of No Child Support					
Child Support and/or Alimony Verification					
Child Support and/or Alimony Self-Certification					
Military Pay Verification					
Pension Income Verification					
Retirement Savings Plan Verification					
Social Security Verification					
Student Financial Assistance Certification					
Student Financial Aid Verification					
Verification of Regular Contribution					
Verification of Social Services					
Verification of Unemployment Benefits					
ASSETS:					
Annuity Verification					
Asset Self-Certification (Even if the household has no assets, they must still complete this form)					
Asset Self-Certification Worksheet					

Bank Verification						
Disposal of Assets Certification						
Homeowner/Real Estate Certification (If owns property they must complete this form and attach county assessor's report)						
Life Insurance Verification						
Mutual Fund/Stock/Bond Verification						
Real Estate Verification (Also need to complete the Homeowner/Real Estate Certification)						
Safe Deposit Box Certification						
Savings Bond Verification						
Trust Account Verification (Copy of Trust Agreement must be submitted with this form)						
MISCELLANEOUS:						
Annual Student Certification						
Certification of Dependent Child(ren)						
Foster Care Verification						
Income and Asset Income Calculation Worksheet (NIFA strongly recommends the use of this form)						
Live-in Care Attendant Certification						
Self-Certification Form (i.e. verify unborn child or cash on hand)						
Voluntary Race, Ethnicity and Disability Data Reporting Form						
LEASE/RENT:						
Lease Agreement						
Verification of Section 8 Housing Assistance						
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**