



PROCESSING A RECERTIFICATION CHECKLIST (100% LIHTC PROJECTS)

Building Identification Number ("BIN"): _____

Unit: _____ Household Name: _____

Original Move-In Date: _____

Anniversary of Move-In Date: _____

Adult Household members (18 years of age or older):

1. _____
2. _____
3. _____
4. _____
5. _____

DOCUMENTATION FOR EACH ADULT HOUSEHOLD MEMBER	1	2	3	4	5
Annual Student Certification (one per household signed by all adults household members) – signed and dated within 120 days of the anniversary of move-in date					
VAWA Lease Addendum – signed and dated					

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

Additional comments:

ALL FORMS ARE SIGNED, DATED AND COMPLETE

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