

Low Income Tax Credit Developments Move in Checklist

Name: _____ Unit # _____ Waiting List # _____

This checklist must be used when submitting a package to the Agency for approval. Submissions must be in the exact order as they appear below. Please check off the items that pertain to the applicant as they are placed in the package.

MANDATORY ATTACHMENTS

- ☐ Two Completed Purple Transmittals
- ☐ Checklist
- ☐ Tenant Income Certification (TIC) Signed and Dated both page 1 and 2
- ☐ Authorization for Release of Information Form (signed, printed and dated by all adult members)
- ☐ Waiting List page (listing applicant's name)

ASSET VERIFICATION

- ☐ Banking Verification OR Checking statements (6 month average)
- ☐ Savings accounts (CD, IRA, credit unions, money market) Need current interest rate
- ☐ Savings bonds, stocks, mutual funds
- ☐ Whole or Universal Life Insurance 3rd party verification to include annual dividends and interest
- ☐ Real estate (market value minus any closing costs)
- ☐ Other Assets not listed above
- ☐ Disposal of Asset Form

INCOME VERIFICATION

- ☐ Employment Verification form **and** four consecutive current pay stubs
- ☐ Termination of employment letter
- ☐ Social Security SSI/Disability Current award letter or third party verification
- ☐ Pension Verification (copy of stub or check **not** acceptable) third party verification listing amount and any cost of living adjustments
- ☐ Public Assistance Verification and or Aid to Families with Dependent Children
- ☐ Child Support/Alimony Verification Copy of Support Order
- ☐ Unemployment Verification (Stimulus Payment if applicable) or Affidavit/ Workman's Compensation
- ☐ Zero Income Affidavit (as applies to all applicants over 18)
- ☐ Long Term Care Insurance
- ☐ Self Employment
- ☐ Military Income Verification
- ☐ Other income not listed above

INCOME TAX VERIFICATION

- ☐ 1040 Federal Tax Return and all applicable schedules, W-2s and 1099 forms for all over 18 years of age
- ☐ Income Tax Form - must be notarized with stamp, seal, signature of notary and date

OTHER

- ☐ Student Status Verification
- ☐ Birth Certificates for all members of the household
- ☐ ALL FORMS ARE SIGNED, DATED, AND COMPLETE

VERIFICATIONS CANNOT BE OVER 120 DAYS OLD

Submitted By _____ Date _____ Phone _____