

# HUD Move In Checklist With Tax Credits

- Site Appropriate HUD Application
  - With Picture ID, Social Security Cards & Birth Certifications for all household members
- Credit/Criminal Screening Report on all household members 13 years and older
- 2 Landlord References
- Citizenship Declaration for each household member with Family Summary Sheet
- Race & Ethnicity Data Reporting Form
- EIV Existing Tenant Search Print Out
- EIV Disclosure Form
- Recertification Questionnaire (to update application data)
- Verification documents for income- based on answers obtained on questionnaire
- current paystub for each employed household member
- Verification documents for Assets-based on answers obtained on questionnaire
- current bank statement for each asset
- Verification documents for Medical Expenses-based on answers obtained on questionnaire
- Verification documents for Child Care Expenses-based on answers obtained on questionnaire
- Supplemental Income Source Questionnaire (if claiming no income source)
- Verification documents for Sources listed on Supplemental Questionnaire
- Expectant Child Affidavit if applicable
- Non-Employment Affidavit
- Child Support and or Alimony Affidavit
- Annual Student Status Certification
- Under \$5000 Asset Certification
- HUD 92006 Emergency Contact
- HUD 9887/9887A signed by all household members 18 yrs and older
- Give all HUD handouts and have the HUD receipt Documents Signed by HOH
- VAWA document third page only
- MD204 in Virginia Only for tax credit
- Property Appropriate Lease (HUD or VHDA 224)
- Elderly Pet Addendum (Elderly Section 8 only properties)
- TM Rules and Regulations
- TM Pet Rules (if applicable) also vaccinations and guarantor statement
- Lead Based Paint Disclosure Form (if property is pre 1978)
- Welcome Packet Receipt
- Security Deposit Receipt
- First Month Rent Receipt
- Move in Unit Inspection Form & 30 day follow up unit inspection form
- HUD Certification Worksheet to show rent calculations (prior to keying into software as a double check)
- Software produced 50059 with Initial Notice to Certify
- Software produced Tax Credit Certification TIC
- Manager's Certification Tax Credit specific to your property
- LIHTC Fax Cover sheet checklist
- Copy of LIHTC move in approval from compliance
- LIHTC Lease Addendum
- MD 225 Lease Addendum Virginia Only (if property is VHDA financed or VHDA is the CA)
- National Sex Offender print out from NSOPW website

(continued next page)



Please make sure that all the documents that you are using have the HUD disclaimer on the bottom not the USDA disclaimer. See below:

**WARNING: Section 1001 of Title 18 U.S. Code makes it a criminal offense to willfully falsify a material fact or make a false statement to any matter within the jurisdiction of a federal agency.**

**HUD prohibits discrimination in all its programs and activities on the basis of race, color, religion, creed, national origin, sex, disability, familial status, marital status, sexual orientation, gender identity, and where applicable, elderliness, age, parental status, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write to HUD Office of Fair Housing and Equal Opportunity, 451 7th Street, SW, Room 5204, Washington, D.C. 20410-2000, or call 800-669-9777 (voice) or 800-927-9275 (TTY).**

Once all necessary documents have been signed by both resident and managing agent file into residents file on appropriate clips based on the HUD Resident Unit Folder Set-up so that all tenant files consistent on all HUD properties.

Please transmit Certifications to appropriate Program. HUD TRACs/IMAX, TM Assoc. Tax Credit Compliance Department, WCTMS, Spectrum, or MITAS.

