

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

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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.

