

TENANT FILE CHECKLIST

ANNUAL RECERTIFICATION

Property Name	
Head of Household	Unit Number

- Tenant Income Certification (TIC)
- Income Verification and calculation worksheet and/or tapes
 - Verification of employment
 - Verification of unearned income (SS, SSI, TANF, pension, etc.)
 - Self-employment documentation
 - Child Support
 - [Recurring cash contribution](#)(s)
 - Other _____
 - [Zero Income Questionnaire](#), if applicable
- Verification of Assets and calculation worksheet and/or tapes
- [Disposal of Assets Certification](#)
- Certification of Student Status ([LIHTC and HOME](#), if applicable)
 - Verification of Student Status, if applicable