

## Tenant File Checklist - Annual Recertification

Property Name	
Head of Household	Unit Number

- Tenant Income Certification (TIC)
- Acceptable Income Documentation:
  - \* [PHA Income Determination Certification](#) and 50058/50059, **PHFA Form Required, or**
  - \* [Safe Harbor Income Certification](#), **PHFA Form Required, or**
  - 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
- [Asset Self-Certification and Manager Worksheet](#) - **PHFA Form Required for all households.**
- [Child Support and Alimony Affidavit](#) - **PHFA Form Required for all households.**
- Certification of Student Status ([LIHTC and HOME](#), if applicable)
  - Verification of Student Status, if applicable
  - Verification of Student Financial Assistance, if applicable
  - [Student Certification Financial Assistance Workbook](#), if applicable
- [CMF Calculation Worksheet](#), if applicable
- Recertification Questionnaire

**(\*)** If the 50058/59 or the other assistance program income is used, then the PHFA Form is required.