



# electronic file review checklist

Post Year 15

Each resident file must be scanned and uploaded separately into CHFA's Insight system, a secure site. When uploading, please attach this checklist as a cover sheet for each resident file. Documents must be arranged in the preferred order as listed below. If files are disorganized or not legible, CHFA will ask for resubmission of documents.

Property Name	Unit Number
Head of Household First and Last Name	

## move-in documents

- Tenant Income Certification/50059
- Household Demographic Form
- Application/Certification Questionnaire
- Authorization to Assist, if applicable
- Income Verification
  - Verification of employment
    - Clarification, if applicable
    - Calculation worksheet/tapes
  - Verification of unearned income (SS, SSI, TANF, AND, pension, etc.)
    - Clarification, if applicable
    - Calculation worksheet/tapes
  - Seasonal Worker Affidavit, if applicable
  - Self-employed Affidavit (if applicable)
    - Business Summary
    - Tax Return
    - P&L Statement YTD
    - Clarification, if applicable
    - Calculation worksheet/tapes
  - Child Support Affidavit(s), if applicable
    - Court documents
    - Family Support Registry verification
    - Clarification, if applicable
    - Calculation/Tapes
- Unemployed Resident Affidavit
- Zero Income Questionnaire
- Resident Statement of Assets
  - Verification of Deposit, if applicable
  - Clarification, if applicable
  - Calculation worksheet, if applicable
- Certification of Student Status
  - Verification of student status, if applicable
  - Clarification, if applicable
- Lease - only include first page, signature page, and pages showing lease term and tenant rent
  - Affordable Housing Lease Addendum (unless language included in lease)
  - VAWA Addendum/Certification
  - Section 8 HAP Contract, only the page showing tenant rent and HAP payment.
- Move in Inspection (CHFA loans only)

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## py15 annual recertification documents

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- Tenant Income Certification
  - Self-certification Questionnaire
  - Renewal Lease or Lease Addendum Affordable Housing Lease Addendum, if new lease)
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**please do not scan or send any of the following:**

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- Lease addenda (e.g., pet policy, crime free, house rules, etc.)
- Social Security cards, birth certificates, and driver's license
- Tenant correspondence
- Late rent notices
- Recertification reminders
- Maintenance requests
- Any HUD Section 8 document not used for the LIHTC and CHFA Loan programs, including EIV reports
- Any USDA Rural Development document not used for the LIHTC and CHFA Loan programs