



MOVE-IN PROOFING CHECKLIST

Tenant Name: _____

Project: _____

Unit #: _____

Proofer must either circle good or make a comment in reference to an issue with the following items:

LIHTC Only - Copy of Tenant Income Certification (TIC),	Good/ _____
Copy of 50059	Good/ _____
Copy of Detailed Report	Good/ _____
Copy of Application, Signed and Dated	Good/ _____
Copy of Income Verifications	Good/ _____
Copy of Asset Verifications	Good/ _____
Copy of Medical Expense Verifications	Good/ _____
Copy of Birth Certificate (Does it match the 50059?)	Good/ _____
Copy of Social Security Card (Does it match the 50059?)	Good/ _____
Certification Worksheet	Good/ _____

- Submit all new move-in paperwork for proofing 24 hours prior to actual move-in.
- All documents must be current (within 120 days).

NOTE:

- **All original documents and corrections will be maintained in the Tax Credit file at the Housing Site.**
- **All documents must be completed in blue ink, with no whiteout or highlighted areas.**
- **All corrections must be crossed out, inserting corrected information, and initialed/dated by Tenant and Manager.**

Submitted by Manager:

Proofed By:

Date:

Date:

Notes: