

**UNITY HOUSING APARTMENTS, LP
TAX CREDIT FILE CHECKLIST
MOVE-IN**

Tenant Name: _____ Project/Unit #: _____

Left Side

Tax Credit Lease Addendum, Signed and Dated

Copy of HUD Lease

Copy of HUD Move-In Inspection

Right Side

Tenant Income Certification (TIC), Signed and Dated

Application, Signed and Dated

9887/9887A, Signed and Dated

Income Verifications

Asset Verifications

Under \$50K Asset Certification/Assets Disposed Of, Signed and Dated

Clarification: _____

NOTE:

- All documents must be current (within 120 days).
- 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/Manager.
- **Tax Credit TIC, Tax Credit Lease Addendum, HUD Lease, and HUD Move-In Inspection must be signed/dated by Tenant and Manager with the same date as move-in.**

Revised 1-2024

