



RECERTIFICATION 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 Recertification Questionnaire, Signed and Dated Good/ _____
- Copy of Income Verifications Good/ _____
- Copy of Asset Verifications Good/ _____
- Copy of Medical Expense Verifications Good/ _____
- Certification Worksheet Good/ _____
- Copy of EIV Good/ _____

- Submit all Tax Credit Re-Certification Paperwork, Completed and Ready to be Proofed, three (3) working days prior to the 17th of each month.
- Submit all HUD Re-Certification Paperwork, Completed and Ready to be Proofed

Submitted by Manager:

Proofed By:

Date:

Date:

Notes: