

## **File Stacking Order**

This is the required file order for electronic submission. All electronic files must be submitted 14 calendar days prior to the physical inspection. If something is listed on the TIC, there should be a verification supporting it. If something is left blank or is unclear on a verification document, the next page should be the clarification. Every income amount should have a calculation to back it up. There is an Income/Asset Calculation Worksheet provided on IHFA's website for use if needed.

### **Top to Bottom**

IHFA TIC  
Household Questionnaire (Income/Asset form)  
Student status form

### **Income information**

All third party verifications and/or source documents  
Clarifications, if applicable  
Calculator tape/work sheet for all income  
Child support documentation  
Divorce decree, if applicable

### **Asset information**

All third party verifications and/or source documents  
Clarifications, if applicable

### **Lease information**

Lease with all addendums  
Lead base paint forms  
Move-in inspections sheet

### **Application information**

Tenant application  
Household demographics  
Tenant release and consent form  
Landlord verification  
Criminal/Credit background verification  
ID's and SS cards  
Any miscellaneous documentation/forms  
Denial, appeal & approval letters

### **Move-in information (for re-certifications only)**

Move-in TIC  
Original lease  
Recertification notices  
IHFA reserves the right to request additional information during its' review and will notify the sender at the time of review.