

## **Electronic File Stacking Order**

All individual tenant files must be uploaded as a separate PDF file and labeled with the unit #, last name of the Head of Household and type of certification (ex. #123 Smith – move-in). If the file contains a recertification, this should be uploaded as an independent PDF.

This is the pre-determined file order for electronic submission. Properties that already have a digital conversion of their files may use an alternate order, as long as the order is consistent for each file.

### **Full Move-in Certification:**

#### **Top to Bottom**

IHFA TIC

Household Questionnaire (Income/Asset form)

Certification of Student Status form

#### **Income information**

All third-party verifications and/or source documents

Clarifications, if applicable

Calculation tape/work sheet for all income

Child Support/No Child support verification with Health & Welfare payment history, if applicable

Public Assistance verification, if applicable

Divorce decree, if applicable

#### **Asset information**

All third party verifications and/or source documents

Clarifications, if applicable

Under \$5000 Asset Certification, if applicable

#### **Lease information**

Lease with all addendums

VAWA addendum

Lead base paint forms, if applicable

Move-in inspections sheet

#### **Application information**

Tenant application with date and time received

Tenant release and consent form

Household demographics form

Criminal/Credit background verification

ID and SS cards

Any miscellaneous documentation/forms

Denial, appeal & approval letters

### **Latest re-certifications:**

Self-Certification (100% Tax Credit only), if applicable  
Certification of Student Status form

### **Or:**

Re-certification TIC  
Household Questionnaire (Income/Asset form)  
Certification of Student Status form

### **Income information**

All third-party verifications and/or source documents  
Clarifications, if applicable  
Calculation tape/work sheet for all income  
Child Support/No Child support verification with Health & Welfare payment history, if applicable  
Public Assistance verification, if applicable  
Divorce decree, if applicable

### **Asset information**

All third party verifications and/or source documents  
Clarifications, if applicable  
Under \$5000 Asset Certification, if applicable

### **Additional information**

Tenant release and consent form  
Any miscellaneous documentation/forms

IHFA reserves the right to request additional information during its review and will notify the sender at the time of review.

All income and assets listed on the TIC should have a verification supporting it. If a verification document is incomplete or unclear, the following page should have a clarification. All calculations completed for income and assets will need to be included with the file. Verifications should be accomplished in the order of acceptability under LIHTC and HUD guidelines. All verification attempts should be in the file.

\*Altering files after the notification of an audit is an issue on non-compliance.