# TENANT SUBMISSION CHECKLIST

**Neighborhood Stabilization Program (NSP)**

**APPROVAL REQUIRED BY IHFA PRIOR TO TENANT TAKING POSSESSION OF THE PROPERTY**

All Forms can be found on NSP webpage. Also for your reference and guidance, we have posted "HUD’s Technical Guide to Determining Income and Allowances"

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<tr>
<th>TENANT NAME: __________________________</th>
<th>PROPERTY ADDRESS: __________________________</th>
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1. **RENTAL APPLICATION** *(completed and signed)*

2. **NSP TENANT INCOME CERTIFICATION** *(Must be signed by Tenant and Recipient)*

3. **BACK-UP DOCUMENTATION TO VERIFY INCOME:** *(MUST USE HOME Part 5 Annual Income- PROJECTED INCOME)*
   - Self Employed-Last two years of Tax Returns (Both Individual & Business Returns)
   - Most current 30 consecutive days of Paystut
   - Last years W-2’s
   - Verification Of Employment (VOE) Recipient must obtain directly from the Institution (Borrower cannot provide)
   - Child Support Documentation - (Divorce Decree and Child Support Print-Out for the last 12 months)
   - Award Letters *(Social Security Income, SSI, Disability Payment, Retirement benefits, Veteran's Benefits, etc.)*

4. **BACK-UP DOCUMENTATION TO VERIFY ALL ASSETS:**
   - Most current last two months bank statements - MUST CONTAIN:
     - Must be able to verify that the acct belongs to tenant
     - Must be able to verify the Institution or Bank
     - Must be ALL Pages (if bank statement shows 1 of 3, Must provide all 3 pages, even if 3rd pg is blank)
     - All large deposits to be sourced and explained

5. Cleared HQS Inspection

6. EPLS Documentation

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**AFTER TENANT APPROVAL FROM IHFA**

1. **COPY OF SIGNED LEASE AGREEMENT**
2. **COPY OF SIGNED NSP UNIT LEASE ADDENDUM**
3. Ethnicity & Race Data Collection Form

**COMPLETED BY IHFA:**

Very Low Income Limit: $___________

Actual Total HH Income: $___________

Low Home Rent Limit: $___________

Actual Monthly Rent: $___________

__________________________________________________________

IHFA Reviewer __________________________  Date __________________________

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Last Revised: 9/5/2012