

Neighborhood Stabilization Program (NSP)
TENANT SUBMISSION CHECKLIST

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"

TENANT NAME: _____ PROPERTY ADDRESS: _____

	1. <u>RENTAL APPLICATION (completed and signed)</u>
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	2. <u>NSP TENANT INCOME CERTIFICATION (Must be signed by Tenant and Recipient)</u>
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	3. <u>BACK-UP DOCUMENTATION TO VERIFY INCOME: (MUST USE HOME Part 5 Annual Income- <u>PROJECTED</u> INCOME)</u>
	Self Employed-Last two years of Tax Returns (Both Individual & Business Returns)
	Most current 30 consecutive days of Paystuk
	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. <u>BACK-UP DOCUMENTATION TO VERIFY ALL ASSETS:</u>
	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 <u>all 3 pages</u> , even if 3rd pg is blank)
	All large deposits to be sourced and explained

	5. <u>Cleared HQS Inspection</u>
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	6. <u>EPLS Documentation</u>
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AFTER TENANT APPROVAL FROM IHFA

	1. <u>COPY OF SIGNED LEASE AGREEMENT</u>
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	2. <u>COPY OF SIGNED NSP UNIT LEASE ADDENDUM</u>
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	3. <u>Ethnicity & Race Data Collection Form</u>
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COMPLETED BY IHFA:

VERY LOW INCOME LIMIT: \$ _____

ACTUAL TOTAL HH INCOME:\$ _____

LOW HOME RENT LIMIT: \$ _____

ACTUAL MONTHLY RENT: \$ _____

IHFA Reviewer

Date