

Application Approval Checklist

The following items are to be submitted to the VCDC Asset Manager for approval of an applicant's eligibility for occupancy of a Tax Credit unit:

_____ Tenant Income Certification Worksheet (VCDC Website)

Note: The information should be completed with the information that will be entered on the WCMS Tenant Income Certification (TIC).

_____ Application (Management) completed and signed by each adult applicant.

_____ Application Addendum (VCDC) – signed by all adults; all sections to be addressed.

_____ Privacy Letter – MD202 (VHDA Website) – required if financed by VHDA.

_____ Employment Verification (VHDA Website) – all information requested on the document needs to be addressed by the employer.

_____ Clarification Record (VCDC) -

_____ Social Security Verification -

_____ Pension or Worker's Compensation Verification – (VHDA Website)

_____ Verification of Social Services (or other Assistance Agency) - (Soc Serv – VHDA website)

_____ Non-Employment Affidavit (VHDA Website) – to be completed by all applicants w/o earned income.

_____ Self-Employment Affidavit (VHDA Website)- to be submitted with most recent year's tax return (with Schedule C).

_____ Child Support Documentation

_____ Affidavit of No Support (if never received or sporadic)

_____ Verification for Court Ordered Support

_____ Certification of Zero Income (VHDA Website) – completed by any applicant who is not receiving income from any source.

_____ Gift Verification (VHDA Website) -

_____ Support Verification (VHDA Website) -

_____ Under \$5000 Asset Certification (VHDA Website) – in cases in which assets under \$5000 are required to be verified, document should be completed after receiving verifications.

_____ Asset Verification (VHDA Website) – obtained for each banking source.

_____ Banks Statements (Applicant) – when unable to obtain Asset Verification, one statement is sufficient for savings account. Six statements for checking (to obtain 6 month average).

_____ Annual Student Certification (VHDA Website) – signed by each adult applicant.

_____ Race & Ethnicity Data Form (VHDA Website) – form completed and signed by Head of Household for each household member.

_____ Birth Certificate for each minor child.

_____ Proof of Age – (Elderly Project)

_____ Credit Report

_____ Copy of ID (for all adults

_____ Copy of Social Security cards

Revised January 2018