

NOTE: Don't confuse required forms with required paperwork.

With the possible exception of Section 8 Voucher holders, every tenant file must have an application or recertification update and verifications. You are also required to prove you have interviewed the tenant/applicant to ensure the information you received is adequate and complete.

## FORMS

This section contains copies of recommended forms. The combination of these forms sufficiently meets the Section 42 code requirements for record-keeping and, in striving to reach a consistent standard of accurate tenant file documentation, their use is recommended.

In filling out each form, see that every line item is addressed. Make certain that all forms are filled out completely, including returned verification forms. Do not assume that a blank line means "Not Applicable." *Third party verifications should be mailed or faxed to the source, never hand-carried.* Pursue phone verification to clarify any missing or ambiguous information.

Never use correction tape or liquid to revise information on any document. If revision or correction is required, draw a line through the change, then write the correct information above it. All parties must initial each change or correction.

### A. Required Forms For Tenant Certification

1. Application/Recertification update
2. Verifications
3. Tenant Income Certification

### B. Annual Year End Forms

These forms are **required to be submitted by March 1st** following the close of every calendar year of the compliance period for each building. They can be downloaded from the SPECTRUM website [www.spectrumlihtc.com](http://www.spectrumlihtc.com).

1. DHCD Annual Report/Owner's Certification
2. Utility Allowance Information
3. Software Download / Status Report database

### C. Recommended Forms for Tenant Certification

*Note:* If the corresponding forms currently in use at your property are comparable to the forms in this section, you may continue to use your current forms. However, since these forms are being provided at no additional expense as examples of tenant information to request/verify and document for tenant files, noncompliance will occur if the form in use does not adequately meet LIHTC and HUD certification or verification requirements. Should there be any question regarding comprehensiveness of your forms, please submit your forms to SPECTRUM for approval.

*Note: Contact your allocation agency or their authorized agent if your tenant's circumstances are unusual. They can provide specific forms or inform you what information you need to obtain..*

1. Employment Income Verification (Third Party)
2. Unemployment Verification (Third Party)
3. Public Assistance/TANF Verification (Third Party)
4. Child Support or Alimony Certification (Third Party & Self Affidavit)
5. Social Security/SSI Verification (Third Party)
6. Pension Verification (Third Party)
7. Veteran's Pension/Benefits Verification (Third Party)
8. Asset Income Verification (Third Party)
9. Real Estate Verification (Third Party)
10. Real Estate Asset Worksheet
11. Telephone Verification/Clarification (Third Party)
12. No Change in Income Statement (Self-Affidavit)
13. Section 8 Income Verification (Third Party)
14. Life Insurance Verification (Third Party)
15. Student verification (Third Party)
16. Household Student Status Verification (Retroactive, Self-Affidavit)
17. Self-Employment Affidavit
18. Verification of Terminated Employment (Third Party)
19. Annuity Verification