



Affordable Housing Program Initial Certification/Move in Income Checklist

Project Name: _____ AHP Project # _____

City: _____ County: _____ State: _____

Directions & File Retention:

- Existing tenants at time of AHP award should use the recertification of the AHP award year. *All existing tenant's income must be certified at time of AHP application submission.*
- Move-in's after AHP award date will use their move-in date and move-in income as the initial certification date and income.
- FHLB cannot use HUD EIV documents as verification of any income.
- Review Rental AHP Income Calculations Guidelines for assistance as the FHLB guidelines may calculate income differently than other funders.
- Retain Initial Certification Income documents for entire AHP affordability period. *Recommend placing this checklist & supporting documents in the tenant file with other original documents or in its own location in the permanent tenant file for easy access.*
- When completing the Tenant Income Workbook (TIW) use the Initial Certification/Move In date, Gross Annual Income, and Household Size. The tenant rent will always be the tenant's rent share at the time of monitoring.
- If the household transfers units within the same project, retain the original income documents and continue to use the initial certification/move-in date, income, and household size for TIW & file monitoring.

Unit # _____ Head of Household Name _____

Initial Certification/Move in Date _____ # of Bedrooms _____

Household Size _____ # of Adults _____ # of Minors _____

Gross Annual Income at Initial Certification / Move in \$ _____

**Refer to Rental AHP Income Calculation Guidelines for assistance.*

Income Sources: The Sponsor must provide adequate third-party income and asset documentation, and their calculations must be clearly documented in a way that ensures they can be easily duplicated and confirmed by FHLB Des Moines.

Check all income sources that are included in Annual Income listed above – Copy and retain these documents for the entire affordability period.

- Social Security/SSI/SSDI Benefit Letter(s)
- Employment (Paystubs or VOE)
- Unemployment/Disability/Workers Comp
- Alimony/Child support
- Pension/Other retirement
- TANF/Public Assistance
- Self-Employment (Tax Return or Profit/Loss Statement)
- Other Income Documentation

Other Documents to retain (if applicable)

- Evidence of Special Needs
- FHLB Homeless Certification Form

- Note to File/Phone Call Clarification
- Certification of Zero Income Form (Required for all household members 18yrs & older not receiving income.)
- Asset Verification for Households with more than \$5,000 in Assets. (Savings: current balance. Checking: 6month average balance)

- Retirement Account Statements
- Other Asset Verification

- Lease Addendum or Notice of Rent Change verifying current tenant rent.
- Veteran Documentation (DD214)