

MOVE-IN REVIEW SUBMISSION CHECK LIST

THIS SECTION TO BE COMPLETED BY MANAGER

Property: _____

Submitted by: _____

Building No.: _____

Date: _____

Unit No.: _____

Scheduled move-in date: _____

Applicant Name: _____

Return to: _____

The following items must be submitted in the following order (if applicable):

- _____ COL Tenant Income Certification
- _____ Employment Verification
- _____ Benefits/Public Assistance Statements
- _____ Verification of recurring gifts
- _____ Affidavit of non-employment status
- _____ Business/self-employment documents
- _____ Certification of zero income
- _____ Child support affidavit
- _____ Under \$5000 asset certification
- _____ **-make sure all blanks are filled in! DO NOT draw lines through spaces or N/A written**
- _____ Asset verifications (only if over \$5000)
- _____ Certification of assets disposed of for less than fair market value (only if over \$5000)
- _____ Annual Student Certification & proof of student exemption (if applicable)
- _____ Rental Assistance award letter (if receiving)
- _____ Application and/or Certification Questionnaire
- _____ Lease (addendums for section 42/smoke & carbon monoxide if not included in lease)
- _____ Race and Ethnic Data (if not on application)

*NOTE: If move-in date changes after file is approved by MBOH staff, you must resubmit the TIC and page 1 of the lease for re-approval.