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