

**GUIDELINES FOR SUBMITTING FILES FOR ANNUAL REVIEW TO NNEHIF**

*Please distribute these guidelines (adapted from those of Spectrum Enterprises, Inc.) to all site managers who will be submitting files to Northern New England Housing Investment Fund for your annual compliance review.*

- All files must be organized as follows (stack from top to bottom):
  - ✓ **Coversheet** identifying the project name, site manager name, contact info (email, phone & fax numbers) and whether the file is a new move-in or recertification.
  - ✓ **Tenant Income Certification (TIC)** form. This form must be fully completed.
  - ✓ **Worksheet** showing all math used to compute income & assets
  - ✓ **Income & Rent Limits** printed from your state agency compliance manual, website, or HUD website. You may incorporate this information into the **coversheet** or **worksheet**.
  - ✓ **Verification Documents** for all sources of income, assets, student status, etc. This includes (but is not limited to) third party forms and any affidavits completed by the household such as Certification of Zero Income, Under \$5,000 Asset Certification, Child Support Affidavits, etc.
  - ✓ **First and Signature Pages of Lease** showing rent, security deposit, and signatures
  - ✓ **Interview/Questionnaire/Application** fully completed & signed by all adults applying to live in the unit. This form must identify key eligibility requirements such as household composition, student status, all sources of income/assets in the 12 month period following move-in, etc.
  
- Please do not include items not required to determine eligibility such as landlord references, criminal checks, birth certificates, tenant release forms, etc.
  
- Files should be copied and mailed/scanned to your asset manager as listed below.
  
- NNEHIF suggests that all sites utilize the compliance forms included in the state agency website and/or compliance manual. Spectrum offers a full set of LIHTC forms which may be used, at no cost, to supplement any forms not offered by the state agency.

For any questions please contact:

Asset Management  
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