



Inclusionary Zoning and Affordable Dwelling Unit Documentation Checklist

Version: 9/6/18

Inclusionary Zoning (IZ) or Affordable Dwelling Unit (ADU) #: _____

Address of IZ or ADU Development: _____ **Washington, DC** _____

Applicant's Name: _____ **Date:** _____

Current Address: _____

Purpose

The purpose of this form is for each Household member over 18 to provide the required documentation to rent or purchase a specific IZ Unit or ADU.

PERSONAL IDENTIFICATION	Copy Provided:		
A. District of Columbia or other jurisdictional Government Issued ID (must provide one unexpired item from the bulleted list below): <ul style="list-style-type: none"> • valid driver's license • valid non-driver's identification card 	YES	NO	N/A*
B. Residence Verification Documents (must provide two unexpired items from the bulleted list below): <ul style="list-style-type: none"> • valid voter registration card • valid lease agreement • valid mortgage statement • valid homeowner insurance policy • valid renter insurance policy • property tax bill issued in the last 60 days • utility bill (water, sewer, gas, electric) issued in the last 60 days • pay stub showing an address and taxes withheld issued in the last 60 days 	YES	NO	N/A*

**Not Applicable (N/A): If the applicant cannot provide the requested documentation an explanation is required below:*

District of Columbia or other jurisdictional Government Issued ID:
Residence History Documents:

PERSONAL IDENTIFICATION CONTINUED	Copy Provided:		
	YES	NO	N/A*
C. Household Documents (provide unexpired items from the list below):			X
1. DHCD Lottery Selection Letter (for IZ lottery units only)			
2. Declaration of Eligibility (required for all adults over 18)			
3. Minors under 18 Years			
<ul style="list-style-type: none"> In the District of Columbia, when a child is born to unmarried parents or parents who are not in a domestic partnership, there is no automatic legal relationship between the father and child. Birth certificate showing names of parent(s) – required for all minors. <p>Note: If a birth certificate is provided and both parents' names are listed and will live in the IZ unit with the minor, no further documentation is needed for children not of school age. In all other instances, the Parent/Guardian must provide documents verifying they have majority custodial care of the child/children. Provide one of the following unexpired documents:</p> <ul style="list-style-type: none"> Current school transcript with custodial address (for school age children) Court documents demonstrating majority custody (minimum 50%) 			

* Not Applicable (N/A): If the applicant cannot provide the requested documentation an explanation is required below:

Household Documents:

INCOME DOCUMENTATION	Copy Provided:		
	YES	NO	N/A*
Verification documents required (all documents must be current):			
• Employer Verification Form			
• Zero Income Affidavit form (if applicable)			
• 2 years of all federal, local and foreign signed and filed tax returns (including W-2s)			
• 60 days of pay stubs showing an address and taxes withheld for each Household member over 18			
• 12 months of Profit and Loss statements (if self-employed)			
• 6 months of all foreign and US bank statements			
• 6 months of alimony and/or child support payments received			
• 6 months of annuity/retirement statements			
• 6 months of social security/disability payments received			

INCOME DOCUMENTATION CONTINUED	Copy Provided:		
	YES	NO	N/A*
Verification documents required (all documents must be current):			
• TANF Payments received			
• recurring monetary gifts received from anyone outside the household including friends and family			
• Other: _____			
• Other: _____			
PURCHASE UNITS ONLY	YES	NO	N/A*
• Mortgage Housing Cost Analysis form			X
• Loan Pre-Approval Letter			X
• Home Ownership Disclosure Form			X
• Acknowledgement of Covenant (completed at contract signing)			X
CERTIFICATES	YES	NO	N/A*
• Inclusionary Zoning Orientation Certificate (for IZ only)			X
• 8-hour Homeownership Certificate (IZ purchase units only)			X

* Not Applicable (N/A): If the applicant cannot provide the requested documentation an explanation is required below:

Income Documentation:
Lending Documents (PURCHASE UNITS ONLY): N/A
Certificates:
Comments:

Please return the required items and acknowledge by signing below. Thank you,

Certifying Entity Approval	
Certifying Entity Name:	
Print First and Last Name:	Phone Number:
Signature:	Date:
Email Address:	
Department of Housing and Community Development of the District of Columbia 1800 Martin Luther King Jr. Avenue, SE, Washington DC 20020, (202) 442-7221	