<h1 style="color:red; text-align:center">TAX CREDIT/SECTION 42 PROPERTIES:</h1>
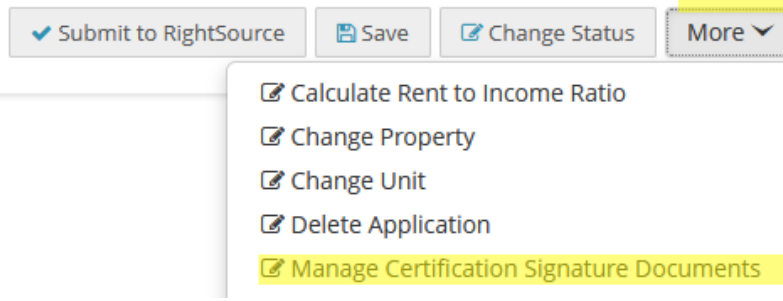<h1 style="text-align:center">AFTER RIGHT SOURCE APPROVES ANNUAL RECERTIFICATIONS</h1>

AFTER RIGHTSOURCE TELLS YOU AN ANNUAL RECCERTIFICATION APPLICANT HAS BEEN APPROVED
(IF TIC IS REQUIRED FOR HOME UNITS OR PROPERTIES THAT CERTIFY INCOME ANNUALLY)
Follow the instructions below to pull up the TIC and other move in documents to be signed by tenant and Compliance to be submitted to Right Source for final approval to close out the certification.

1.) **To pull up the approved TIC: First pull up the approved applicant's name in in site manager**
   → From the household hold page dashboard → Click the more drop-down menu (top Right corner)
   → Then click the "**Manage Certification Signature Documents**" button

2.) **Then the page shown on the screenshot below will come up**
   a. You can choose to either email the TIC to the applicant – If you click the "**Show TIC to User**" button and make sure the box "Send email to user" is checked → this will send them an invite email to login to their portal to sign the TIC documents digitally
   b. **OR** if you just want to pull up the copy of the TIC to print to be signed with the other Move in documents → Click on the "**View TIC**" button → this will allow you view and print the approved TIC document to be signed at time of Move in with the other documents (see below).

3.) If the TIC is printed and signed in person, then email signed TIC to Aimee to sign and submit to Right source to approve and close out the certification in Yardi.

4.) If the TIC is printed and signed from in their portal after (as instructed above):
Then notify Aimee that the tenant signed online so she can go in Site Manager and countersign the TIC and Submit (for some reason she doesn't get notified when someone signs it online) -
(Cert will not be closed out until its countersigned and submitted to Right Source so be sure to follow-up)