

INSTRUCTIONS FOR COMPLETING THE TENANT INCOME CERTIFICATION

This form is to be completed by the owner or its authorized representative.

Initial Information

Check the appropriate box for "Initial Certification" (move-in), "Recertification" (annual recertification), or "Other." If "Other," designate the purpose of the recertification (i.e., a unit transfer, a change in household composition, or other state-required recertification).

If the unit was marketed through Housing Connect, enter the applicable Log #; otherwise, leave blank.

Effective Date Enter the effective date of the certification. For move-in, this should be the move-in date. For annual recertification, this effective date should be no later than one year from the effective date of the previous (re)certification. If the certification is for a **prior year**, the effective date should be the December 31st of the year in question. (For example, if for compliance year 2019, income is certified as of 12/31/2019 pursuant to a certification signed and dated on 1/22/2020, the effective date is 12/31/2019.)

Next Recert Date Enter the next date that the tenant's income should be recertified.

Move-in Date Enter the date the tenant has or will take occupancy of the unit.

Part I - Development Data

Property Name Enter the name of the development.

BIN # Enter the Building Identification Number (BIN) assigned to the building (from IRS Form 8609).

Address Enter the address of the building.

Unit Number Enter the unit number.

Bedrooms Enter the number of bedrooms in the unit.

Part II - Household Composition

Name: List last name, first name and middle initial of all occupants of the unit.

Relationship to Head of Household: Enter each household member's relationship to the head of household by using one of the following coded definitions: S – spouse; A – Adult co-tenant; O – Other family member; C – Child; F – Foster child(ren); L – Live-in caretaker; or N – None of the above.

Race: Enter each household member's race by using one of the following coded definitions: 1 – White; 2 – Black/African American; 3 – American Indian/Alaska Native; 4 – Asian (4a – Asian India; 4b – Chinese; 4c – Filipino; 4d – Japanese; 4e – Korean; 4f – Vietnamese; 4g – Other Asian); 5 – Native Hawaiian/Other Pacific Islander (5a – Native Hawaiian; 5b – Guamanian or Chamorro; 5c – Samoan; 5d – Other Pacific Islander); 6 – Other; or 8 – Tenant did not respond.

Ethnicity: Enter each household member's ethnicity by using one of the following coded definitions: 1 – Hispanic or Latino; 2 – not Hispanic or Latino; or 3 – Tenant did not respond.

Disabled? (i.e., any member of the household is disabled according to the Fair Housing Act (see 24 CFR 100.201)): 1=yes; 2=no; 3=Tenant did not respond. A household member is considered "disabled" if she/he has a physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or is regarded as having such an impairment. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, hearing and intellectual impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency

Virus infection, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism.

Date of Birth: Enter each household member's date of birth

Student Status: Enter Yes if the household member is a full-time student or No if the household member is not a full-time student. "1"=yes; "2"=no

Last Four Digits of Social Security Number: For each tenant over 18 years of age, enter the last four digits of the social security number or the last four digits of the alien registration number. If tenant does not have a social security or alien registration number, please enter the numerical birth month and last two digits of birth year (e.g. if no SSN or alien registration number and the tenant's birthday is January 1, 1970, enter "0170").

If there are more than 10 occupants, use an additional sheet of paper to list the remaining household members and attach it to the certification.

Part III – Gross Annual Income

See HUD Handbook 4350.3 for complete instructions on verifying and calculating income, including acceptable forms of verification. From the third party verification forms obtained from each income source, enter the gross amount anticipated to be received for the twelve months from the effective date of the (re)certification. Complete a separate line for each income-earning member. List the respective household member number from Part II.

Column (A)	Enter the annual amount of wages, salaries, tips, commissions, bonuses and other income from employment; distributed profits and/or net income from a business.
Column (B)	Enter the annual amount of Social Security, Supplemental Security Income, pensions, military retirement, etc.
Column (C)	Enter the annual amount of income received from public assistance (i.e., TANF, general assistance, disability, etc.).
Column (D)	Enter the annual amount of alimony, child support, unemployment benefits or any other income regularly received by the household.
Line (E)	Add the totals from columns (A) through (D), above. Enter this amount.

Part IV - Income from Assets

See HUD Handbook 4350.3 for complete instructions on verifying and calculating income from assets, including acceptable forms of verification. From the third party verification forms obtained from each asset source, list the gross amount anticipated to be received during the twelve months from the effective date of the certification. List the respective household member number from Part II and complete a separate line for each member.

Column (F)	List the type of asset (i.e., checking account, savings account, etc.)
Column (G)	Enter C (for current, if the family currently owns or holds the asset), or I (for imputed, if the family has disposed of the asset for less than fair market value within two years of the effective date of (re)certification.
Column (H)	Enter the cash value of the respective asset.
Column (I)	Enter the anticipated annual income from the asset (i.e., savings account balance multiplied by the annual interest rate).
TOTALS	Add the total of Column (H) and Column (I), respectively.

If the total in Column (H) is greater than \$5,000 you must do an imputed calculation of asset income. Enter the Total Cash Value, multiply by .06% and enter the amount in (J), Imputed Income.

Box (K) Enter the greater of the total in Column (I) or (J).

Box (L) Total Annual Household Income From all Sources Add (E) and (K) and enter the total.

PART V – DETERMINATION OF INCOME ELIGIBILITY

Total Annual Household Income from all Sources	Enter the number from item (L).
Current Income Limit per Family Size	Enter the Current Maximum Move-in Income Limit for the household size.
Household income at move-in Household size at move-in	Fill this in for recertifications, only. Enter the household income from the move-in certification. On the adjacent line, enter the number of household members from the move-in certification.
Current Income Limit x 140% (or 170% for Deep Rent Skewed projects)	For recertifications only. Multiply the Current Maximum Move-in Income Limit by 140% (or 170% for Deep Rent Skewed projects) and enter the total. Below, indicate whether the household income exceeds that total. If the Gross Annual Income at recertification is greater than 140% (or 170%, if applicable) of the current income limit, then the available unit rule must be followed.

PART VI - RENT

Tenant Paid Rent:	Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).
Rental Assistance	Enter the amount of rental assistance, if any.
Utility Allowance	Enter the applicable utility allowance. If the owner pays all utilities, enter zero.
Other non-optional charges	Enter the amount of non-optional charges that the tenant must pay as a condition of occupancy. (Do not include non-mandatory charges paid by the tenant for the use of a building amenity, like parking or storage.)
Gross Rent for Unit	Enter the total of Tenant Paid Rent plus Utility Allowance and other non-optional charges.
Maximum Gross Rent Limit for this unit	Enter the maximum allowable gross rent for the unit.
Rent Level (in AMI):	Check the appropriate rent level applicable to the unit (based on required set-aside(s)).

Part VII - Student Status (LIHTC only)

If all household members are full time* students, check "yes". If at least one household member is not a full time student, check "no".

If "yes" is checked, the appropriate exemption must be listed in the box to the right. If none of the exemptions apply, the household is ineligible to rent the unit.

**Full time is determined by the school the student attends.*

PART VIII – PROGRAM TYPE

Mark the program(s) for which this household's unit will be counted toward the property's occupancy requirements. Under each program marked, indicate the household's income status as established by this certification/recertification. If the property does not participate in the indicated housing program, leave those sections blank.

Tax Credit	Mark the appropriate box indicating the household's designation. (Note that "70%" and "80%" apply only for income-averaging developments.) Upon re-certification, if the household's income exceeds 140% of the income limitation imposed by Section 42 (170% on Deep Rent skewed projects), mark "OI". Note: For income-averaging developments, the income limitation imposed by Section 42 is the greater of 60% of AMI or the designated limit applicable to the unit.
HOME	If the property participates in the HOME program and the unit this household will occupy will count towards the HOME program set asides, mark the appropriate box indicating the household's designation.
Tax Exempt	If the property participates in the Tax Exempt Bond program, mark the appropriate box indicating the household's designation.
Middle Income	If the property participates in a Middle-Income program, and this household's unit will count towards the set aside requirements, select the appropriate box to indicate the household's designation.
Other	If the property participates in any other affordable housing program, complete the information as appropriate.

HOUSEHOLD CERTIFICATION AND SIGNATURES

After all verifications of income and/or assets have been received and calculated, each household member age 18 or older must sign and date the Tenant Income Certification. For move-in, it is recommended that the Tenant Income Certification be signed no earlier than 5 days prior to the effective date of the certification.

SIGNATURE OF OWNER/REPRESENTATIVE

It is the responsibility of the owner or the owner's representative to sign and date this document immediately following execution by the resident(s). The responsibility of documenting and determining eligibility (including completing and signing the Tenant Income Certification form) and ensuring such documentation is kept in the tenant file is extremely important and should be conducted by someone well trained in compliance.

These instructions should not be considered a complete guide on compliance with the applicable affordable housing program. The responsibility for compliance with program regulations lies with the owner of the building(s).