

# TENANT INCOME CERTIFICATION

Initial Certification   
  Recertification   
  Other \_\_\_\_\_

Effective Date: \_\_\_\_\_  
 Move-In Date: \_\_\_\_\_  
 (MM-DD-YYYY)

## PART I - DEVELOPMENT DATA

Property Name: \_\_\_\_\_ County: \_\_\_\_\_ BIN#: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Unit Number: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_ Square Footage: \_\_\_\_\_

## PART II. HOUSEHOLD COMPOSITION

Vacant (Check if unit was vacant on December 31 of the Effective Date Year)

| HH Mbr # | Last Name | First Name | Middle Initial | Relationship to Head of Household | Date of Birth (MM/DD/YYYY) | Student Status (Check One)  | Last 4 digits of Social Security # |
|----------|-----------|------------|----------------|-----------------------------------|----------------------------|---|------------------------------------|
| 1        |           |            |                | HEAD                              |                            | FT <input type="checkbox"/> PT <input type="checkbox"/> NA <input type="checkbox"/> |                                    |
| 2        |           |            |                |                                   |                            | FT <input type="checkbox"/> PT <input type="checkbox"/> NA <input type="checkbox"/> |                                    |
| 3        |           |            |                |                                   |                            | FT <input type="checkbox"/> PT <input type="checkbox"/> NA <input type="checkbox"/> |                                    |
| 4        |           |            |                |                                   |                            | FT <input type="checkbox"/> PT <input type="checkbox"/> NA <input type="checkbox"/> |                                    |
| 5        |           |            |                |                                   |                            | FT <input type="checkbox"/> PT <input type="checkbox"/> NA <input type="checkbox"/> |                                    |
| 6        |           |            |                |                                   |                            | FT <input type="checkbox"/> PT <input type="checkbox"/> NA <input type="checkbox"/> |                                    |
| 7        |           |            |                |                                   |                            | FT <input type="checkbox"/> PT <input type="checkbox"/> NA <input type="checkbox"/> |                                    |

## PART III. GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)

| HH Mbr #      | (A) Employment or Wages | (B) Soc. Security/Pensions | (C) Public Assistance | (D) Other Income |
|---------------|-------------------------|----------------------------|-----------------------|------------------|
|               |                         |                            |                       |                  |
|               |                         |                            |                       |                  |
|               |                         |                            |                       |                  |
|               |                         |                            |                       |                  |
| <b>TOTALS</b> | \$ _____                | \$ _____                   | \$ _____              | \$ _____         |

Add totals from (A) through (D), above TOTAL INCOME (E): \$ \_\_\_\_\_

## PART IV. INCOME FROM ASSETS

| HH Mbr # | (F) Type of Asset | (G) C/I | (H) Cash Value of Asset | (I) Annual Income from Asset |
|----------|-------------------|---------|-------------------------|------------------------------|
|          |                   |         |                         |                              |
|          |                   |         |                         |                              |
|          |                   |         |                         |                              |
|          |                   |         |                         |                              |

TOTALS: \$ \_\_\_\_\_

Enter Column (H) Total Passbook Rate  
 If over \$5000 \$ \_\_\_\_\_ X 0.06% = (J) Imputed Income \$ \_\_\_\_\_

Enter the greater of the total of column I, or J: imputed income **TOTAL INCOME FROM ASSETS (K)** \$ \_\_\_\_\_

(L) Total Annual Household Income from all Sources [Add (E) + (K)] \$ \_\_\_\_\_

## HOUSEHOLD CERTIFICATION & SIGNATURES

The information on this form will be used to determine maximum income eligibility. I/we have provided for each person(s) set forth in Part II acceptable verification of current anticipated annual income. I/we agree to notify the landlord immediately upon any member of the household moving out of the unit or any new member moving in. I/we agree to notify the landlord immediately upon any member becoming a full time student.

Under penalties of perjury, I/we certify that the information presented in this Certification is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of the lease agreement.

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART V. DETERMINATION OF INCOME ELIGIBILITY**

**RECERTIFICATION ONLY:**

TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES: From item (L) on page 1 \$

Unit Meets Federal Income Restriction at:  
 60%  50%  
 Or Other Restriction at:  
 80%  70%  60%  50%  
 40%  30%  20%

Current Federal LIHTC Income Limit x 140%:  
 \$ \_\_\_\_\_  
 Household Income exceeds 140% at recertification:  
 Yes  No

Current Federal LIHTC Income Limit per Family Size (Federal Income Restriction at 60%, 50% or Other (20% - 80%)): \$ \_\_\_\_\_

If Applicable, Current Federal Bond Income Limit per Family Size: \$ \_\_\_\_\_  
 Household Income as of Move-in: \$ \_\_\_\_\_

Unit Meets State Deeper Targeting Income Restriction at:  
 Other \_\_\_\_\_%

Household Size at Move-in: \_\_\_\_\_

**PART VI. RENT**

Tenant Paid Monthly Rent: \$ \_\_\_\_\_  
 Monthly Utility Allowance: \$ \_\_\_\_\_  
 Other Monthly Non-optional charges: \$ \_\_\_\_\_

Federal Rent Assistance: \$ \_\_\_\_\_ \*Source: \_\_\_\_\_  
 Non-Federal Rent Assistance: \$ \_\_\_\_\_ (\*0-8)  
**Total Monthly Rent Assistance:** \$ \_\_\_\_\_

**GROSS MONTHLY RENT FOR UNIT:** (Tenant paid rent plus Utility Allowance & other non-optional charges) \$

\*Source of Federal Assistance  
 1 \*\*HUD Multi-Family Project Based Rental Assistance (PBRA)  
 2 Section 8 Moderate Rehabilitation  
 3 Public Housing Operating Subsidy  
 4 HOME Rental Assistance  
 5 HUD Housing Choice Voucher (HCV), tenant-based  
 6 HUD Project-Based Voucher (PBV)  
 7 USDA Section 521 Rental Assistance Program  
 8 Other Federal Rental Assistance  
 0 Missing

Maximum Federal LIHTC Rent Limit for this unit: \$ \_\_\_\_\_

If Applicable, Maximum Federal & State LIHTC Bond Rent Limit for this unit: \$ \_\_\_\_\_

Unit Meets Federal Rent Restriction at:  60%  50%  
 Or Other at:  80%  70%  60%  
 50%  40%  30%  
 20%  
 If Applicable, Unit Meets Bond Rent Restriction at:  60%  50%  
 Unit Meets State Deeper Targeting Rent Restriction at:  Other: \_\_\_\_\_%

\*\* (PBRA) Includes: Section 8 New Construction/Substantial Rehabilitation; Section 8 Loan Management; Section 8 Property Disposition; Section 202 Project Rental Assistance Contracts (PRAC)

**PART VII. STUDENT STATUS**

ARE ALL OCCUPANTS FULL TIME STUDENTS?  
 Yes  No

If yes, Enter student explanation\* (also attach documentation)

Enter   
 1-5

\*Student Explanation:  
 1 AFDC / TANF Assistance  
 2 Job Training Program  
 3 Single Parent/Dependent Child  
 4 Married/Joint Return  
 5 Former Foster Care

**PART VIII. PROGRAM TYPE**

Identify the program(s) for which this household's unit will be counted toward the property's occupancy requirements.

**Select one of the following.**  
 9% Allocated Federal Housing Tax Credit  
 4% Allocated Federal Housing Tax Credit  
 Tax-Exempt Bond Only (No tax credits)

**Select all that apply.**  
 HOME (including TCAP)  
 CDBG  
 Other HUD, including 202, 811, and 236  
 National Housing Trust Fund  
 USDA Rural Housing Service, including 514, 515, and 538  
 Other state or local housing programs

**SIGNATURE OF OWNER/REPRESENTATIVE**

Based on the representations herein and upon the proof and documentation required to be submitted, the individual(s) named in Part II of this Tenant Income Certification is/are eligible under the provisions of Section 42 of the Internal Revenue Code, as amended, and the Land Use Restriction Agreement (if applicable), to live in a unit in this Project.

\_\_\_\_\_  
 SIGNATURE OF OWNER/REPRESENTATIVE

\_\_\_\_\_  
 DATE

# **INSTRUCTIONS FOR COMPLETING TENANT INCOME CERTIFICATION**

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

## **Part I - Development Data**

Enter the type of tenant certification: 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).

|                       |  |
|-----------------------|--|
| Effective Date        | Enter the effective date of the certification. For move-in, this should be the move-in date. For annual income recertification's, this effective date should be no later than one year from the effective date of the previous (re)certification.  |
| Move-In Date          | Enter the most recent date the household tax credit qualified. This could be the move-in date or in an acquisition rehab property, this is not the date the tenant moved into the unit, it is the most recent date the management company income qualified the unit for tax credit purposes. |
| Property Name         | Enter the name of the development.   |
| County                | Enter the county (or equivalent) in which the building is located.   |
| TCAC#                 | Enter the project number assigned to the property by TCAC. Please include hyphens between the state abbreviation, four digit allocating year, and project specific number. For example: CA-2010-123  |
| BIN #                 | Enter the building number assigned to the building (from IRS Form 8609).   |
| Address               | Enter the physical address of the building, including street number and name, city, state, and zip code.   |
| If applicable, CDLAC# | If project is awarded 4% bonds please enter the project number assigned to the property by CDLAC. Please include hyphens between the state abbreviation, four digit allocating year, and project specific number. For example: 16-436  |
| Unit Number           | Enter the unit number.   |
| # Bedrooms            | Enter the number of bedrooms in the unit.  |
| Square Footage        | Enter the square footage for the entire unit.  |
| Vacant Unit           | Check if unit was vacant on December 31 of requesting year. For example, for the collection of 2011 data, this would refer to December 31, 2011.   |

## **Part II - Household Composition**

List all occupants of the unit. State each household member's relationship to the head of household by using one of the following definitions:

|   |                   |   |                            |   |   |
|---|-------------------|---|----------------------------|---|---|
| H | Head of Household | S | Spouse                     | U | Unborn Child/Anticipated Adoption or Foster |
| A | Adult Co-Tenant   | O | Other Family Member        |   |   |
| C | Child             | F | Foster child(ren)/adult(s) |   |   |
| L | Live-in Caretaker | N | None of the above          |   |   |

|  |  |
|--|--|
| Date of Birth                              | Enter each household member's date of birth.   |
| Student Status                             | Check FT for Full-time student, PT for Part-time student, or N/A if household member is not a student and question does not apply.   |
| Last Four Digits of Social Security Number | For each tenant 15 years of age or older, enter the last four digits of the social security number or the last four digits of the alien registration number. If the last four digits of SSN or alien registration is missing, enter 0000. For tenants under age 15, social security number not required, although please enter 0000. |

If there are more than 7 occupants, use an additional sheet of paper to list the remaining household members and attach it to the certification.

### Part III - 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 **each** respective household member number from Part II. Include anticipated income only if documentation exists verifying pending employment. If any adult states zero-income, please note "zero" in the columns of Part III.

|            |  |
|------------|--|
| 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.                               |
| Row (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. If individual household member income is provided, 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 0.06% and enter the amount in (J), Imputed Income.

|         |  |  |
|---------|--|--|
| Row (K) | <i>Enter the greater of the total in Column (I) or (J)</i> |  |
| Row (L) | <i>Total Annual Household Income From all Sources</i>      | <i>Add (E) and (K) and enter the total</i> |

### 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.

### Part V – Determination of Income Eligibility

|   |   |
|---|---|
| Total Annual Household Income from all Sources  | Enter the number from item (L).   |
| Current Federal LIHTC Income Limit per Unit Meets Federal Income Restriction at 60%, 50% or A.I.T (20% - 80%) | Enter the Current Move-in Income Limit for the household size – specifically, the max income limit for the federal 60%, 50% or A.I.T (20% - 80%) set aside.   |
| Current Bond Income Limit per Family Size   | Enter the Current most restrictive Move-in Income Limit for the household size – specifically, the max income limit incorporating both federal and in some instances more restrictive state standards as reflected in the 50% or 60% set aside detailed in the Bond Regulatory Agreement. |

|   |   |
|---|---|
| Household Income at Move-in                                   | For recertifications only. Enter the household income from the move-in certification.   |
| Household Size at Move-in                                     | Enter the number of household members from the move-in certification.   |
| Current Federal LIHTC Income Limit x 140%                     | For recertifications only. Multiply the current LIHTC Maximum Move-in Income Limit by 140% and enter the total. <b>140% is based on the Federal Set-Aside of 20/50 or 40/60, or A.I.T. (20% - 60% = 140% X 60%, 70% = 140% X 70% and 80% = 140% X 80%) as elected by the owner for the property, not deeper targeting elections of 30%, 40%, 45%, 50%, etc.</b> Below, indicate whether the household income exceeds that total. If the Gross Annual Income at recertification is greater than 140% of the LIHTC Income Limit per Family Size at Move-in date (above), then the available unit rule must be followed. |
| Unit Meets Federal Income Restriction at or Federal A.I.T. at | Check the appropriate box for the income restriction that the household meets according to what is required by the federal set-aside(s) for the project.  |
| Unit Meets State Deeper Targeting Income Restriction at       | If your agency requires an income restriction lower than the federal limit, enter the percent required.   |

**Part VI - Rent**

|   |  |
|---|--|
| Tenant Paid Monthly Rent                                    | Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).   |
| Federal Rent Assistance                                     | Enter the amount of rent assistance received from a federal program, if any.   |
| Non-Federal Rent Assistance                                 | Enter the amount of non-federal rent assistance received, if any.  |
| Total Monthly Rent Assistance                               | Enter the amount of total rent assistance received, if any.  |
| Source of Federal Rent Assistance                           | If federal rent assistance is received, indicate the single program source.  |
| Monthly Utility Allowance                                   | Enter the utility allowance. If the owner pays all utilities, enter zero.  |
| Other Monthly Non-Optional Charges                          | Enter the amount of <u>non-optional</u> charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc.  |
| Gross Monthly Rent for Unit                                 | Enter the total of Tenant Paid Rent plus Utility Allowance and other non-optional charges. The total may NOT include amounts other than Tenant Paid Rent, Utility Allowances and other non-optional charges. In accordance with the definition of Gross Rent in IRC §42(g)(2)(B), it may not include any rent assistance amount.                   |
| Maximum LIHTC Rent Limit for this unit                      | Enter the maximum allowable gross rent for the unit. This amount must be the maximum amount allowed by the Current Income Limit per Family Size – specifically, the max rent limit for the federal 50%, 60% or A.I.T. (20% - 80%) set aside. This does not include state deeper targeting levels.  |
| Maximum LIHTC Bond Rent Limit for this unit                 | Enter the maximum allowable gross rent for the unit. This amount must be the maximum amount allowed by the Current Income Limit per Family Size – specifically, the max rent incorporating both federal and in some instances more restrictive state standards as reflected in the 50% or 60% set aside detailed in the Bond Regulatory Agreement. |
| Unit Meets Federal Rent Restriction at or Federal A.I.T. at | Indicate the appropriate rent restriction that the unit meets according to what is <u>required</u> by the federal set-aside(s) for the project.  |
| Unit Meets Bond Rent Restriction at                         | Indicate the appropriate rent restriction that the unit meets according to what is <u>required</u> by the federal and state law for the project.   |
| Unit Meets State Deeper Targeting Rent Restriction at       | If your agency requires a rent restriction lower than the federal limit, enter the percent required.   |

**Part VII - Student Status**

If all household members are full time\* students, check “yes”. Full-time status is determined by the school the student attends. 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.

### **Part VIII – Program Type**

Select the program(s) for which this household's unit will be counted toward the property's occupancy requirements. One response from the first column must be selected.

#### **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 tax credit compliance.

These instructions should not be considered a complete guide on tax credit compliance. The responsibility for compliance with federal program regulations lies with the owner of the building(s) for which the credit is allowable.