

PART V. DETERMINATION OF INCOME ELIGIBILITY

TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES: From item (L) on page 1	\$	Household Meets Income Restriction at:	Current 80% Median Income Limit: \$
		<input type="checkbox"/> 60% <input type="checkbox"/> 50%	Household Income exceeds 80% at recertification: <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Maximum Income Limit per Family Size: \$		<input type="checkbox"/> 40% <input type="checkbox"/> 30%	
		<input type="checkbox"/> _____%	
Household Income at Move-in: \$		Household Size at Move-in: _____	

PART VI. RENT

Tenant Paid Rent \$ _____	Rent Assistance: \$ _____
Utility Allowance \$ _____	Other non-optional charges: \$ _____
GROSS RENT FOR UNIT: (Tenant Paid Rent plus Utility Allowance plus Rent Assistance & non-optional charges) \$	Unit Meets <input type="checkbox"/> 60% <input type="checkbox"/> 50% <input type="checkbox"/> 40%
	Rent Restriction at: <input type="checkbox"/> 30% <input type="checkbox"/> _____%
Maximum Rent Limit for this unit: \$ _____	

PART VII. PROGRAM TYPE

Mark the program(s) listed below (a. through e.) 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.

<p>a. HOME <input type="checkbox"/></p> <p><i>Income Status</i></p> <p><input type="checkbox"/> ≤ 50% AMGI</p> <p><input type="checkbox"/> ≤ 60% AMGI</p> <p><input type="checkbox"/> ≤ 80% AMGI</p> <p><input type="checkbox"/> OI**</p>	<p>b. _____ <input type="checkbox"/></p> <p align="center"><i>(Name of Program)</i></p> <p><i>Income Status</i></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> OI**</p>
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** Upon recertification, household was determined over-income (OI) according to eligibility requirements of the program(s) marked above.

SIGNATURE OF OWNER/REPRESENTATIVE

Based on the representations herein and upon the proofs 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 HUD's HOME Program and the Declaration of Covenants, Conditions, and Restrictions (if applicable), to live in a unit in this Project.

SIGNATURE OF OWNER/REPRESENTATIVE

DATE

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. (HOME program requires source documents for 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, money market, whole life insurance, real estate, 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 2% and enter the amount in (J), Imputed Income.

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

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

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 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.
- Household Meets Income Restriction at Check the appropriate box for the income restriction that the household meets according to what is required by the set-aside(s) for the project.
- Current 80% Income Limit For recertifications only. Obtain HUD current 80% AMI Income Limit enter the total. Below, indicate whether the household income exceeds that total. If the Gross Annual Income at recertification is greater than 80% of the current AMI, then the owner must adjust the tenants rent in accordance with the HOME program. The unit the tenant occupies is still considered a HOME unit. Owners with “floating” home units must rent the next available unit of comparable or larger size to a HOME eligible household.

Part VI - Rent

Tenant Paid Rent	Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).
Rent Assistance	Enter the amount of rent assistance, such as Section 8 HAP, if any.
Utility Allowance	Enter the utility allowance. If the owner pays all utilities, enter zero.
Other 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 Rent for Unit	Enter the total of Tenant Paid Rent plus Subsidy plus Utility Allowance plus other non-optional charges.
Maximum Rent Limit for this unit	Enter the maximum allowable gross rent for the unit. (Verify HOME Limit eff. date)
Unit Meets Rent Restriction at	Check the appropriate rent restriction that the unit meets according to what is required by the set-aside(s) for the project.

Part VII – 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 another other housing program, leave that section blank.

- 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 indicting the household’s designation.
- Other If the property participates in any other affordable housing program, complete the information as appropriate.

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 HOME program compliance.

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