|  |  |
| --- | --- |
| INCOME CERTIFICATION Initial Certification  Recertification  Other\* \_\_\_\_\_\_\_\_\_ | Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Move-in Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (MM/DD/YYYY)  \*Transfer from Unit: \_\_\_\_\_\_\_\_\_\_\_ |
| PART I – DEVELOPMENT DATA | |

Property Name: County: BIN #:

TDHCA #: Unit Number: # Bedrooms:

|  |
| --- |
| **PART II. HOUSEHOLD COMPOSITION** |

| HH  Mbr # | Last Name | First Name & Middle Initial | Relationship to Head  of Household | Date of Birth (MM/DD/YYYY) | Student Status *(circle one)* | Last 4 digits of Social Security Number |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  | HEAD |  | FT / PT / NA |  |
| 2 |  |  |  |  | FT / PT / NA |  |
| 3 |  |  |  |  | FT / PT / NA |  |
| 4 |  |  |  |  | FT / PT / NA |  |
| 5 |  |  |  |  | FT / PT / NA |  |
| 6 |  |  |  |  | FT / PT / NA |  |
| 7 |  |  |  |  | FT / PT / NA |  |

|  |
| --- |
| **PART III. GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)** |

| HH  Mbr # | (A)  Employment/Wages | (B)  Soc. Security/Pensions | (C)  Public Assistance | (D)  Other Income |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| TOTALS | $ | $ | $ | $ |
| 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  If over $5000 $ \_\_\_\_\_\_\_\_\_\_\_\_\_ | Passbook Rate  X .06% (effective 2/1/2015) | = (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)] | $ |

|  |
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| 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.

Signature *(Date)* Signature *(Date)*

Signature *(Date)* Signature *(Date)*

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| **PART V. DETERMINATION OF INCOME ELIGIBILITY** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mark the program(s) and applicable designation that this household satisfies of the property’s occupancy requirements:** | | | | | | | | | | | | | |
|  | HTC or Exchange |  | 30% |  | 40% |  | 50% |  | 60% |  | 80% |  | OI\*\*\* |
|  | TCAP |  | 30% |  | 40% |  | 50% |  | 60% |  | OI\*\*\* |  |  |
|  | HOME |  | 30% |  | 40% |  | 50% |  | 60% |  | 80% |  | OI\*\*\* |
|  | BOND |  | 30% |  | 50% |  | 60% |  | 80% |  | OI\*\*\* |  | ET |
|  | SHTF |  | ELI |  | VLI |  | LI |  | OI\*\*\* |  |  |  |  |
|  | NSP |  | 30% |  | 40% |  | 50% |  | 60% |  | 80% |  | 120% |
|  | Other |  |  | |  |  |  |  |  |  |  |  |  |
| *\*\*\* Upon Recertification household was determined to be over income (OI) according to eligibility requirements of the programs marked above.* | | | | | | | | | | | | | |

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| **PART VI. RENT** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A. | Tenant Paid Rent: | | | | | $ | |  | | | | | | | | | | |
|  |  | | | | |  | |  | | | | | | | | | | |
| B. | Utility Allowance: | | | | | $ | |  | | | | | | | | | | |
|  |  | | | | |  | |  | | | | | | | | | | |
| C. | Rent Assistance: | | | | | $ | |  | | | | | | | | | | |
|  |  | | | | |  | |  | | | | | | | | | | |
| D. | Other non-optional charges and mandatory fees: | | | | | $ | |  | | | | | | | | | | |
|  |  | | | | |  | |  | | | | | | | | | | |
| E. | Gross Rent For Unit (See Instructions): | | | | | $ | |  | | | | | | | | | | |
|  |  |  |  |  |  | |  | | |  | |  |  |  |  | |  |  |
|  | Is the source of the Rental Assistance Federal? | | | | Yes | | No | | | *If No, what is the source of the assistance?* | | | | | | |  | |
|  | *If Yes, identify the type of Federal Rental Assistance:* | | | | | |  | | | |  | |  | |  | |  |  |
|  |  |  |  |  |  | |  | |  | |  | |  |  |  | |  |  |
|  | HUD Multi-Family Project-Based Rental Assistance (PBRA) | | | | | | | |  | | HUD Housing Choice Voucher (HCV-tenant based) | | | | | | | |
|  | HUD Section 8 Moderate Rehabilitation | | | | | | | |  | | HUD Project-Based Voucher (PBV) | | | | | | | |
|  | Public Housing Operating Subsidy | | | | | | | |  | | USDA Section 521 Rental Assistance Program | | | | | | | |
|  | HOME Tenant Based Rental Assistance (TBRA) | | | | | | | |  | | Other Federal Rental Assistance | | | | | | | |
|  |  |  |  |  |  | |  | |  | |  | |  |  |  |  | |  |

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| **PART VII. STUDENT STATUS (HTC, TCAP, Exchange, and BOND only)** |

|  |  |
| --- | --- |
| ARE ALL OCCUPANTS FULL TIME STUDENTS?  Yes  No | If yes, identify the exception the household meets:  Receiving TANF Assistance  Job Training Program receiving assistance under the JTPA  Single parent with dependent child  Married and entitled to file joint tax return  Previous Foster Care |

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| **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 program’s rules, regulations and the Land Use Restriction Agreement (if applicable), to live in a unit in this Project. | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF OWNER/REPRESENTATIVE DATE

|  |
| --- |
| **PART VIII. HOUSEHOLD DEMOGRAPHICS** |
| ***Please complete for each household member. See below for Ethnicity, Race, and Other codes that characterize the household composition.*** |

| **HH**  **Mbr #** | **Sex –**  **enter M or F** | **Ethnicity** | **Race**  *Enter up to 5 categories* | **Disabled** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |

*The Texas Department of Housing and Community Affairs (TDHCA) is required to comply with HUD’s reporting requirements; however, you are not required to provide this information. You may not be discriminated against on the basis of this information, or on whether or not you choose to furnish it. If you do not wish to furnish this information, please initial below.*

**RESIDENT/APPLICANT:** I do not wish to furnish information regarding ethnicity, race, sex, and disability status. (*Initials*) \_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Ethnicity**: | Enter each household member’s ethnicity by using one of the following coded definitions: | 1. Hispanic or Latino 2. Not Hispanic or Latino 3. Tenant did not respond |
| **Race:** | Enter each household member’s race by using, at least one, of the following coded definitions*(up to 5 categories may be selected)***:** | 1. White 2. Black/African American 3. American Indian/Alaska Native 4. **Select from the following:**   4a Asian India  4b Chinese  4c Filipino  4d Japanese  4e Korean  4f Vietnamese  4g Other Asian   1. **Select from the following:**   5a Native Hawaiian  5b Guamanian or Chamorro  5c Samoan  5d Other Pacific Islander   1. Other 2. Tenant did not respond |
| **Disabled:** | Check yes if any member of the household is disabled according to Fair Housing Act definition for handicap (disability):   * *A physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. For a definition of “physical or mental impairment” and other terms used in this definition, please see 24 CFR 100.201, available at*   [*http://www.fairhousing.com/index.cfm?method=page.display&pagename=regs\_fhr\_100-201*](http://www.fairhousing.com/index.cfm?method=page.display&pagename=regs_fhr_100-201)*.*   * *“Handicap” does not include current, illegal use of or addiction to a controlled substance.* | 1. Yes 2. No 3. Tenant did not respond |