

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
**INCOME VERIFICATION FOR HOUSEHOLDS WITH SECTION 8 CERTIFICATES**

*(The Section-8 income certification/recertification date must be within 120 days of the property income certification/recertification date.)*

Unit #: \_\_\_\_\_

To: Section 8 Program Administrator  
Housing Authority: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_

\_\_\_\_\_ has applied for residency/is a resident of \_\_\_\_\_  
*(Applicant/Resident Name)* *(Property Name)*  
a TDHCA Affordable Housing Program property. In the case of a tenant receiving housing assistance payments under HUD's Section 8 Existing Housing Choice Program, regulations allow that if the PHA provides a statement to the building owner declaring that the tenant's income does not exceed the applicable limit, then the owner is not required to further verify the tenant's income.

Number of Household Members: \_\_\_\_\_  Move-In  Recertification

Permission by: \_\_\_\_\_ *(Signature of Applicant/Resident)* \_\_\_\_\_ *(Date)*

Please complete the section below and return this form in the enclosed self-addressed, stamped envelope. Thank you in advance for your prompt attention.

Sincerely,  
\_\_\_\_\_  
Apartment Manager

**THE FOLLOWING TO BE COMPLETED BY THE PUBLIC HOUSING AUTHORITY:**

Based on the last income certification/recertification effective on \_\_\_\_\_, the household consists of \_\_\_\_\_ members whose combined gross annual income before any adjustments is \$ \_\_\_\_\_.  
*(Date)* *(# of members)* *(Gross Annual Income)*

\_\_\_\_\_  
*(Signature)* \_\_\_\_\_ *(Date)* \_\_\_\_\_ *(Phone #)*  
\_\_\_\_\_  
*(Printed Name)* \_\_\_\_\_ *(Title)*

**PENALTIES FOR MISUSING THIS CONTENT:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (6), (7), and (8). Violations of these provisions are cited as violations of 42 USC 408 (a), (6), (7), and (8).