

TENANT INCOME CERTIFICATION INSTRUCTIONS

PART I: HOUSEHOLD COMPOSITION AND INCOME

A. Household Composition

In Box 1, list each occupant of the household, including minors, and their ages.

In Box 2, enter the total number of persons in the household.

In Box 3, if your property has Tax Credits, enter the number of full-time students in the household.

If the number of full-time students equals the total number of persons in the household, complete the Low- Income Housing Tax Credit Certification of Student Eligibility (page 4).

B. Asset Information

For each household member listed in PART I-A, Item 1, describe each asset, the cash value of each asset and the income, if any, from each asset, with the alphabet corresponding with person's name. (See Attachment C for Asset Inclusions and Exclusions).

In Box 4, enter the net value of all assets.

In Box 5, enter the asset income.

In Box 6, if Box 4 is greater than \$5,000, multiply by passbook saving rate of 2.0 and enter results. If not, then leave Box 6 blank.

C. Annual Income Information

For each household member listed in PART I-A, Item 1, enter the total anticipated income of each member, with the alphabet corresponding with person's name. (See Attachments A and B for Income Inclusions and Exclusions).

In Box 7a through 7e, enter the total of each income type.

In Box 8, enter the total of Box 7a through 7e. This is Annual Income.

PART II. HOUSEHOLD CERTIFICATION

The head of household, co-head, if any, and each household member age 18 or older must certify that the information provided in PART I is complete and accurate by signing and dating the TIC. For move-ins, it is recommended that the TIC be signed no earlier than 5 days prior to the effective date of the certification.

PART III. ELIGIBILITY CERTIFICATION

In Box A, indicate if certification is initial or a recertification.

In Box B, mark the programs for which the 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.

In Box C, Item a, enter the amount of rent paid by the tenant. In Item b, enter the number of bedrooms in the unit. In Item c, enter the amount of the Housing Assistance Payment. In Item d, enter the move-in date. In Item e, enter the amount of the utility allowance. In Item f, circle the source of the utility allowance.

PART IV. OWNER CERTIFICATION

The owner or an authorized representative must certify that information presented in PART I is in accordance with requirements of the programs indicated in PART III-B and the provisions of any applicable regulatory agreements, that they possess the necessary documents to support the certification/recertification and that the information presented is complete and accurate, to the best of their knowledge by signing and dating the TIC immediately following execution by the resident(s)..

Supplement to Tenant Income Certification

This information is optional. However, if the property provides "Special Needs" housing, indicate the age of the tenant and the special needs category which is applicable. This will aid in monitoring compliance with Special Conditions of the regulatory agreement.

CERTIFICATION OF STUDENT ELIGIBILITY

If PART I -A Box 2 and Box 3 are equal, you must complete this form. Follow the instructions as indicated.