



INSTRUCTIONS FOR THE INCOME CERTIFICATION FORM

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

Part I - Development Data

Check the appropriate box for 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). If a household transfers from a unit, enter the unit number the household transferred from in the area below the Move-in Date.

Move-in Date Enter the date the tenant has or will take occupancy of the unit.

Effective Date For move-ins, the effective date is the move-in date.

For annual recertification, the effective date should be no later than one year from the effective date of the previous (re)certification. For acquisition/rehabilitations where existing tenants are being initially certified within 120 days of the date of the acquisition, the effective date is the date of the acquisition. Otherwise, the effective date is the date the existing household signs the IC. Note: The tenants must execute the certification no more than 120 days prior to the effective date. **NOTE: Verifications must be valid (i.e., dated no more than 120 days prior to the effective date of the certification).**

Property Name Enter the name of the development.

County Enter the county (or equivalent) in which the building is located.

Unit Number Enter the unit number.

Bedrooms Enter the number of bedrooms in the unit.

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 coded definitions:

- | | |
|-----------------------|--------------------------------|
| H - Head of Household | S - Spouse |
| A - Adult co-tenant | O - Other family member |
| C - Child | F - Foster child(ren)/adult(s) |
| L - Live-in caretaker | |

Enter the date of birth, student status, and the last four digits of the social security number for each occupant.

If there are more than 5 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 verification forms obtained and annual income calculations completed 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 the respective household member number from Part II.

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. 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 D (for disposed, 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 (N) for Non-Necessary Personal Property or (R) for Real Property
Column (I)	Enter the cash value of the respective asset.
Column (J)	Enter (A) if annual income is the actual income from the asset. Enter (I) if the annual income is the imputed income from the asset. If the imputing income threshold of \$50,000 has not been met, enter (N/A).
Column (K)	Enter all actual and imputed annual income from the assets.
Row (L)	Enter the total cash value of all Non-Necessary Personal Property if over \$50,000. Enter zero if under \$50,000
Row (M)	Enter the total of all actual income from assets.
Row (N)	Enter the total cash value of all net family assets
Row (O)	Enter the total of all imputed income from assets
Row (P)	Total Income From Assets. Add (M) and (O) and enter the total.
Row (Q)	Total Annual Household Income From all Sources. Add (E) and (P) 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 Income Certification be signed no earlier than 120 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 (Q).
Current Income Limit per Family Size	Enter the Current Move-in Income Limit for the household size at the designated income limit for the unit.
Household income at move-in	Enter the household income from the move-in certification.
Household size at move-in	On the adjacent line, enter the number of household members from the move-in certification.
Household Meets Income Restriction	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. For projects financed with tax-exempt bonds, either the 50% income limits (for 20/50 properties) or the 60% income limit (for 40/60 properties) must be designated/checked, and the OI designation (Over Income) is measured by one of these two set aside restriction, whichever is applicable. Depending on the program documents for the project, the 30% income restriction and/or 80% income restriction may also be applicable.
Current Income Limit x 140% (This field is optional)	For recertifications only. Multiply the Current Maximum Move-in Income Limit by 140% and enter the total. Below, indicate whether the household income exceeds that total. If the Gross Annual Income at recertification is greater than 140% of the current income limit, then the available unit rule must be followed.

Part VI - Rent

Tenant Paid Rent	Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).
Rental Assistance	Enter the amount of rental assistance, if any.
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 other non-optional charges. (A+B=C)
Source of Rental Assistance	If rental assistance is provided, then check the type of federal rental assistance in one of the boxes below. If the rental assistance is not provided under a federal rental assistance program, indicate the source of the assistance.
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 - Student Status

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

Part VIII – Program Type

Mark the appropriate box indicating the household’s designation.

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 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 program compliance.

These instructions should not be considered a complete guide on program compliance. The responsibility for compliance with federal and state program regulations lies with the owner of the property.

SUPPLEMENT TO THE INCOME CERTIFICATION

The Supplement to the Income Certification **must** be completed by the head of household and not property staff. The Head of Household should follow the instructions on the form.