

**INSTRUCTIONS FOR COMPLETING
THE TENANT INCOME CERTIFICATION**

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

Part I - Development Data

Check the appropriate box for the certification type:

- Initial (move-in or initial),
- Recertification (annual recertification),
- Interim (new household member), or
- Transfer

Effective Date	<ul style="list-style-type: none"> • Enter the effective date of the certification. • For move-in, the effective date is the move-in date. • For annual recertification, the effective date must be no later than one year from the effective date of the previous recertification. CHFA recommends using the 1st day of the anniversary month as the annual recertification effective date.
Move-in Date	Enter the date the household has or will take occupancy of the unit.
Property Name	Enter the name of the development.
County	Enter the county in which the building is located.
BIN	Enter the Building Identification Number (BIN) assigned to the building (from IRS Form 8609).
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 with one of the following codes:

H – Head of Household	S – Spouse
A – Adult co-tenant	O – Other family member
C – Child	F – Foster child/adult
N – None of the above.	
- Enter the date of birth, student status and last four digits of the Social Security number (or alien registration number) for each occupant. **If a resident does not have a Social Security or alien registration number, enter “0000”.**
- *If there are more than 7 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, the CHFA LIHTC Compliance Manual and/or the CHFA Multifamily Financing Programs for complete instructions on verifying and calculating income, including acceptable forms of verification.
- From the third-party verification forms obtained from each income source, enter the gross amount anticipated to be received for the twelve months from the certification effective date.
- If a household member receives an income type from multiple sources (Ex. Pensions received from two sources or wages received from more than one employer), each source of incomes must be displayed separately on the certification. Multiple sources of income cannot be combined.
- Complete a separate line for each household member with income.
- List their 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, and any anticipated earnings by a person who is unemployed.
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 child support, alimony, unemployment benefits or any other income regularly received by the household.
Box (E)	Add the totals from columns (A) through (D) above. Enter this amount.

Part IV - Income from Assets

- See HUD Handbook 4350.3, the CHFA LIHTC Compliance Manual and/or the CHFA Multifamily Loan Compliance Manual for complete instructions on verifying and calculating income from assets, including acceptable forms of verification.
- From the questionnaire and/or third-party verification forms obtained from each asset source, list the cash value and annual income of each asset.
- List the respective household member number from Part II. Complete a separate line for each member.
- If a household member has multiple assets (Ex. a checking account and a CD), each asset type must be displayed separately on the certification. Multiple asset types cannot be combined.

Column (F)	List the type of asset (i.e., checking account, cash on hand, 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 the certification.)
Column (H)	Enter the cash value of the 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 totals of Column (H) and Column (I), respectively.
Box (J)	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 0.06% and enter the amount in Box (J), Imputed Income.
Box (K)	Enter the greater of the total in Column (I) or (J).
Box (L)	Total Annual Household Income from All Sources: Add Boxes (E) & (K). 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 the Tenant Income Certification. Each signature must be dated the day the document was actually signed. 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 Box (L)
Current Income Limit per Family Size	Enter the current move-in limit for the household size.
Household Income at Move-in & Household Size at Move-in	Complete 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	Check the appropriate box for the set-aside met by the unit.
Current Income Limit x 140%	Complete for recertifications at mixed-income projects only – multiply the <u>current</u> maximum move-in income limit by 140% and enter the amount here. Below, indicate whether the household income exceeds that amount. If the gross annual income (Box L) at recertification is greater than 140% of the current income limit, the available unit rule must be followed.

PART VI - RENT

Tenant Paid Rent	Enter the amount the tenant pays toward rent. Do not including rent assistance payments such as Section 8.
Rent Assistance	Enter the amount of rent assistance, if any (including Section 8, Section 515, etc.).
Utility Allowance	Enter the utility allowance. If the owner pays all utilities, enter zero.
Other non-optional charges	Enter the amount of non-optional charges, such as mandatory garage rent, mandatory renter's insurance, storage lockers, charges for services provided by the development, etc.
Gross Rent for Unit	Enter the total of Tenant Paid Rent plus Utility Allowance and other non-optional charges.
Maximum Rent Limit for this unit	Enter the maximum allowable gross rent for the unit.
Unit Meets Rent Restriction	Check the appropriate box for the set-aside met by the unit.

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 tax credit unit.

**Whether a student is full-time is determined by the school the student attends.*

PART VIII – 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. If the property does not participate in the HOME, Tax-exempt Bond, Affordable Housing Disposition, or other housing program, leave those sections blank.

Tax Credit	See Part V above.
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 indicating the household’s designation.
Tax Exempt	If the property participates in the Tax Exempt Bond program, mark the appropriate box indicating the household’s designation.
AHDP	If the property participates in the AHDP program, and this household’s unit will count towards the set aside requirements, select the appropriate box to indicate the household’s designation.
Other	If the property participates in any other affordable housing program(s), 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 tax credit compliance.

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