

HOUSEHOLD ELIGIBILITY CERTIFICATION

PART I. DEVELOPMENT DATA

Property Name: _____ **Unit #:** _____
Household Name: _____ Initial Certification
 Number of Bedrooms: _____ Effective Date: _____ Re-Certification
 Current HH Size: _____ Original Certification Date: _____ If Transfer, from Unit #: _____

PART II. HOUSEHOLD COMPOSITION

HH Mbr #	FIRST NAME	LAST NAME	MI	REL TO HOH *	DOB (mm-dd-yyyy)	FULLTIME STUDENT	SSN last 4 digits
1				H			
2							
3							
4							
5							
6							
7							

* H = Head of Household, S = Spouse, A = Adult Co-Resident, C = Child, F = Foster Child/Adult, L = Live-in Caretaker, O = Other

PART III. GROSS ANNUAL INCOME (use annual amounts)

HH Mbr #	(A) Employment or Wages	(B) Social Security/Pensions	(C) Public Assistance	(D) Other Income
TOTALS:				
<i>Add totals from (A) through (D), above</i>				TOTAL INCOME (E): _____

PART IV. INCOME FROM ASSETS

HH Mbr #	(F) Type of Asset	(G) Current or Imputed	(H) Cash Value of Asset	(I) Annual Income from Asset
TOTALS:				

Enter Column (H) Total if over \$5,000

Passbook Rate

_____ X 2.00% = Imputed Income (J): _____

TOTAL INCOME FROM ASSETS (K): _____

Enter the greater of the total of column I or J:

(L) TOTAL ANNUAL HOUSEHOLD INCOME from all Sources [Add (E) + (K)] _____

PART V. DETERMINATION OF INCOME ELIGIBILITY

TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES: From item (L)

Household Meets Income Restriction at:

- 60% 50%
 45% 40%
 35% 30%
 80% Bond Only

Current Maximum Allowable Income: _____

Household Size at Move-In: _____

Household Income at Move-In: _____

FOR RE-CERTIFICATIONS ONLY:

Current Income Limit X 140%: _____

Household Income exceeds 140%:

YES NO

Property Name: _____

Unit #: _____

Household Name: _____

PART X. INCOME CALCULATION

Calculate annual income for all of the household's income sources. For wage earners, use separate line(s) to calculate additional employment compensation (e.g., overtime, tips, pay increases, bonuses, etc.). For each wage earner, also calculate their Year-to-Date earnings using the "YTD" section below. Count the greater of anticipated or YTD wage earnings. Circle or identify amounts used to calculate Total Household Annual Income [X].

Resident Name	Type of Income	Pay Frequency	Pay Rate (gross)	# hours per week	# weeks per year	# months per year	Annual Income

Additional for Wage Earners Only - Calculate Total Year-to-Date (YTD) Income

Resident Name	YTD Period -		Total YTD Amount	# of Weeks in YTD Period	Weekly Amount	x 52 = OR # of weeks	YTD Annual Income
	Start Date	End Date					
						x 52 =	
				/	=	x 52 =	
				/	=	x 52 =	
				/	=	x 52 =	
				/	=		
				/	=		
				/	=		

TOTAL HOUSEHOLD ANNUAL INCOME:

PART XI. ASSET CALCULATION

Resident Name	Type of Asset	% Rate	YTD Income	Current Balance (Market Value)	Actual Income/ YTD Annualized	Fees to convert to cash?	Cash Value
TOTAL:						TOTAL:	