LIHTC Certification

PART I – GENERAL INFORMATION

1. Date this form will be effective: MM	DD	YY	2. Date Tenant Moved into this Project MM	DD	YY	4. Action Processed
						a. Always Enter One Code. 1 – Move-ins 2 – Annual Recertification 3 – Interim Recertification

3. Project Name:

PART II – HOUSEHOLD COMPOSITION

5. Mbr. No.	5a. Last Name of Family Member	5b. First 6 Letters of First Name	5c. M. I.	6. Relationship to Head of Household	7. Sex	8. Date of Birth MM	DD	YY	9. Full Time Student?
Head									
2									
3									
4									
5									
6									
7									
8									

10. Mbr. No.	11. Social Security Number	12. Family Member Occupation
Head		
2		
3		
4		
5		
6		
7		
8		

14. PART III – NET FAMILY ASSETS AND INCOME
(Read instructions before completing this chart)

14a. Type of Assets	14b. C or I	14c. Cash Value Of Assets	14d. Actual Yearly Income from Assets
TOTALS			

If the Total in Column 14c exceeds $5.000, complete Item 15,
Otherwise, enter "N.A." IN Item 15 AND GO TO Item 16.

15. IMPUTED INCOME FROM ASSETS:
Enter the HUD – approved Passbook Rate here (%)
And multiply the Total in Item 14c by that rate $

16. INCOME (USE ANNUAL AMOUNTS)
(Read instructions before completing this Chart)

16a. Member No.	16b. Employment or Business	16c. Social Security, Pensions, etc.	16d. Public Assistance	16e. Other Income
16f. Total Income from each source				

Additional Information to be completed by Manager:

Is tenant on a Section 8 certificate
☐ Yes ☐ No

If yes, what is:
Tenants Portion of Rent $ _____

Section 8 Portion of Rent $ _____

Utility Reimbursement to Tenant $ _____

13. Number of Family Members

17. Income from all sources except Assets (Add all amounts on Line 16f) $

18. Income from Assets (Enter the Greater of Item 15 or Total In Item 14d) $

19. ANNUAL INCOME (Item 17 plus Item 18) $

20. INCOME LIMITS: _____ % _____ Persons

PART IV. PROJECT RENT INFORMATION
(Use amounts that will be in effect on date shown in Item 1)

21. TENANT RENT $

22. UTILITY ALLOWANCE $

23. GROSS RENT (Line 21 plus Line 22) $

PART V. FAMILY RENT & SUBSIDY INFORMATION (See Instructions)

24. Income Percentage (Line 21 X 12 divided by Line 19) %

25. MAXIMUM LIHTC HSG. EXP. $

26. UTILITY ALLOWANCE $

27. MAXIMUM TENANT RENT (Line 25 minus Line 26) $

28. OWNER Contribution or Rebate (Line24 minus Line 26) Enter N.A. if results are negative. $

PART VI. UNIT ASSIGNMENT AND RECERTIFICATION INFORMATION

29. Date Next Annual Recertification Due	MM	DD	YY	30. Number of Bedrooms	

31. Building Identification Number	32. Unit Number

PART VII. – CERTIFICATIONS – I ACKNOWLEDGE THAT THE MAKING OF ANY MISREPRESENTATION OR MISSTATEMENT ON THIS LIHTC CERTIFICATION WILL CONSTITUTE A MATERIAL BREACH OF MY AGREEMENT WITH THE OWNER TO LEASE THE APARTMENT AND WILL ENTITLE THE OWNER TO PREVENT OR TERMINATE MY OCCUPANCY OF THE APARTMENT BY INSTITUTION OF AN ACTION FOR EJECTION OR OTHER APPROPRIATE PROCEEDINGS.

Head of Household Date

Spouse / Co-Head Date

Occupant Date

Occupant Date

Occupant Date

Occupant Date

Owner / Agent Date

Home Office Pre-Approval Date