



# HILLTOWN

## Community Development Corporation

387 MAIN ROAD • P.O. BOX 17 • CHESTERFIELD, MA 01012  
 413-296-4536 • FAX: 413-296-4020 • WWW.HILLTOWNCDC.ORG

### TENANT INCOME CERTIFICATION FORM

FOR USE WITH APPLICANTS AND ANNUALLY WITH RESIDENTS

Date: \_\_\_\_\_

#### HOUSEHOLD INFORMATION

Head of Household's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt. \_\_\_\_\_ Town: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: (If different from Street Address) \_\_\_\_\_

**All household members 18 years and older must sign below this form, certifying that the information provided is complete and accurate.**

Please list all persons in the household:

Full Legal Name	Relationship to Applicant	Birth Date & Age	Sex	Social Security Number	Full Time Student?
Head of Household	Self				Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N

1. Has the number of household members changed in the last 12 months? **Yes / No**

If yes, please explain: \_\_\_\_\_

2. Will the number of household members change in the next 12 months? **Yes / No**

If yes, please explain: \_\_\_\_\_

3. Are any household members currently absent? **Yes / No**

If yes, please explain why and when they are expected to return: \_\_\_\_\_

**HOUSEHOLD INCOME** for all household members aged 18 years or older

Please see attached definitions for further details on what is required and what is excluded.

**All income requires verification: Please submit documentation with this form.**

<u>HOUSEHOLD MEMBER'S NAME</u>	<u>INCOME SOURCE</u>	<u>GROSS AMOUNT</u> (please note if weekly, monthly or annual)

*If more space is required, please attach a separate sheet with your name on it*

**HOUSEHOLD ASSETS** for all household members aged 18 years or older

Please see attached definitions for further details on what is required and what is excluded.

**All assets require verification: Please submit documentation with this form.**

<u>TYPE OF ASSET</u>	<u>CASH VALUE OF ASSET</u>	<u>INCOME FROM ASSET</u>	<u>PROPERTY OF</u>

*If more space is required, please attach a separate sheet with your name on it*

Have you disposed of any assets during the previous two years for less than their fair market value?  
(please circle) **Yes / No** If yes, please explain: \_\_\_\_\_

**HOUSEHOLD CERTIFICATION**

*I/We, \_\_\_\_\_, certify under the pains and penalty of perjury, that the information given above is true, accurate, and complete to the best of my/our knowledge, and that I/we understand that false statements of information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy.*

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date

**FOR OFFICE USE ONLY:**

---

TYPE OF CERTIFICATION:  MOVE IN  ANNUAL RECERTIFICATION

EFFECTIVE DATE OF CERTIFICATION: \_\_\_\_\_

NEXT CERTIFICATION DUE DATE: \_\_\_\_\_

A. APARTMENT'S AREA MEDIAN INCOME (AMI) RESTRICTION:

(CHECK ONE)

30% OF MEDIAN  50% OF MEDIAN  60% OF MEDIAN  80% OF MEDIAN

B. NUMBER OF PEOPLE LIVING IN HOUSEHOLD \_\_\_\_\_ / NUMBER OF BEDROOMS IN APT. \_\_\_\_\_

C. MAXIMUM INCOME LIMIT FOR HOUSEHOLD SIZE IN THE APARTMENT \_\_\_\_\_

D. IS THE HOUSEHOLD INCOME ELIGIBLE FOR THE APARTMENT?  YES  NO

E. MAXIMUM ALLOWABLE RENT \_\_\_\_\_

F. RENT CHARGED MONTHLY \$ \_\_\_\_\_ PLUS UTILITY ALLOWANCE (FOR UTILITIES PAID BY TENANT) \$ \_\_\_\_\_  
= TOTAL TENANT RENT \$ \_\_\_\_\_

G. IS THE RENT PLUS UTILITY ALLOWANCE (LINE F) PAID BY THE TENANT LESS THAN OR EQUAL TO THE MAXIMUM ALLOWABLE RENT?  YES  NO



# H I L L T O W N

Community Development Corporation

## Income Certification Checklist

for

### All Applicants and Annually for Tenants

*The following items are required to complete our funders required income certification process, please submit copies of all items that apply to your household. Documents must be dated within 90 days of submission, except for paystubs (see below) and SSA statements (can use annual benefit letter):*

#### **Income Verification for ALL Household Members aged 18 years and older:**

- Paystubs** for at least the last eight (8) consecutive weeks for each job. (A year-to-date amount on a pay stub should be looked at and may be factored-in to clarify the amount of pay, but a year-to-date amount on a pay stub cannot be used as a substitute for 8 weeks of pay stubs), **and**
  - Employment Verification Form for EACH employer. If any additional clarifications are required, contact the employer and document the information gathered in a written statement from the company about bonuses, seasonal fluctuations, commissions, overtime, or any pay unrelated to hourly wages; **and**
- Latest Tax Return or W2: required for every applicant aged 18 years or older at the initial lease up, and required annually for recertification of seasonal workers and self-employed household members, or
  - Signed Affidavit of Zero Income (at initial lease up and/or annually, as applicable), **and**
  - Signed Form 4506-T (IRS verification of tax returns, or non-filing status)—this is required at both initial lease up and annually for **seasonal workers** and **self-employed** household members.
- Public benefit statements for any and all **public assistance** (such as Unemployment benefits, Social Security Retirement; Disability; TAFDC, EAEDC, Veterans' benefits, etc.)
- Documentation of all **additional income** (such as child support, unemployment, retirement, pension, dividends, regularly received "gift" contributions) showing the amount received and frequency of payouts.
  - Alimony or child support payments must be verified with court documents, or activity statements from the enforcing agency, and/or a signed affidavit from the person making the payments.
    - The absence of support payments can be verified with court documents, a statement from a domestic violence service provider, or any other entity overseeing such payments (e.g. TAFDC benefit statements reflect child support payments, or lack thereof).
- Documentation of **Student Loans / Financial Assistance** dispersed in calendar year (to be excluded for adults over 23 years of age who lives with their dependent children at home), **and**
  - Verification of enrollment status of all fulltime students aged 18 years and older.



# H I L L T O W N

## Community Development Corporation

### Certification Checklist (continued)

#### **Asset Verification for ALL Household Members aged 18 years and older:**

- Six (6) most recent and consecutive statements for EACH **checking** account and a copy of the one (1) most recent statement for each **savings** account,
- Verification of any and all **assets**, including, but not limited to:
  - Retirement accounts
  - Investments
  - Trusts
  - Life insurance policies

#### **Self-Employed Household Members**

- Copies of Federal Tax Returns (Form 1040) with all schedules for the most recent filing, **and**
- Form 4506-T (for IRS verification of tax returns or non-filing status), **and**
- All asset documentation listed above, **or** Signed Affidavit of No Assets

#### **Non-Employed Adult (18 years and older) Household Members:**

- Signed Affidavit of No Income, **and**
- Signed Form 4506-T for verification of non-filing, **and**
- All asset documentation listed above, **or** Signed Affidavit of No Assets, **and**
- Verification of Student enrollment and financial aid, when applicable

Thank you for your cooperation in supplying these documents and helping Hilltown CDC remain in compliance with its funders, and able to provide affordable housing to the communities we serve.

**Please call or email if you have any questions (413) 296-4536 x105 or  
[CindyT@HilltownCDC.org](mailto:CindyT@HilltownCDC.org)**

If you would like to view source documents, please refer to:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/conum\\_planning/affordablehousing/library/modelguides/2005/1780](http://portal.hud.gov/hudportal/HUD?src=/program_offices/conum_planning/affordablehousing/library/modelguides/2005/1780)

Tenant income must be calculated in a manner consistent with the determination of annual income under Section 8 of the United States Housing Act of 1937 ("Section 8"). The following outlines how annual income is calculated to determine tenant income eligibility, which is required prior to the tenant residing in an affordable housing unit and every year thereafter for the compliance period. The Section 8 rules are set forth at 24 CFR Part 5, Subpart F, Section 5.609.

## INCOME DEFINED

### A. Annual income **INCLUDES**, but is not limited to:

---

1. **Personal Wages** The gross amount (before any payroll deductions) of wages and salaries, overtime pay, commissions, fees, tips, bonuses, and other compensation or personal services of all adults of the household, except that of full-time students in excess of \$480. NOTE: the student must meet the full-time requirement of the institution he/she is attending.
2. **Business Income** Net income, salaries and other amounts distributed from a business, including a family business) or from a profession.
3. **Social Security** The gross amount (before deductions for Medicare, etc.) of periodic social security payments. Includes payments received by adults on behalf of minors or by minors for their own support. NOTE: If Social Security is reducing a family's benefits to adjust for a prior overpayment, use the amount remaining after the adjustment for the overpayment. This is usually the "gross" amount reported on Social Security's verification form.
4. **Pensions/Annuity** The gross amount of annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.
5. **Lump-sum** Lump-sum payments received because of delays in processing unemployment, welfare or other benefits. This does not apply to lump-sum payments for the delay of the start of Social Security.
6. **Unemployment/Disability** Payments in lieu of earnings, such as unemployment and disability compensation, workers' compensation and severance pay. Any payments that will begin during the next 12 months must be included.
7. **Welfare Assistance** If the payment includes an amount specifically designated for shelter and utilities and the welfare agency adjusts that amount based upon what the family is currently paying for shelter and utilities, special calculations are required. If the welfare agency is reducing a family's benefits to adjust for a prior overpayment, use the amount remaining after the adjustment for the overpayment. This is usually the "gross" amount reported on the welfare agency's verification form.
8. **Alimony/Child Support** Alimony and child support, unless exclusion of these amounts is justified.
9. **Assets** Interest, dividends and other income from net family assets (including income distributed from trust funds). On deeds of trust or mortgages, only the interest portion of the monthly payments received by the applicant is included.
10. **Adoption Asst. Payments** Adoption assistance payments up to \$480. The balance is excluded.
11. **Lottery** Lottery winnings paid in periodic payments. Winnings paid in a lump-sum are included in net family assets, not in Annual Income.
12. **Gifts** Recurring monetary contributions or gifts regularly received from persons not living in the unit. Gifts include rent or utility payments regularly paid on behalf of the family.
13. **Resident Stipends** Resident service stipends that are more than \$200 per month. You must include the entire amount.

### B. Annual Income **EXCLUDES**:

---

1. **Dependent Income** Employment income of children (including foster children) younger than 18.
2. **Full-time Students** Employment of full-time students 18 and older in excess of \$480 (except head of household and spouse).

3. **Meals on Wheels** Meals on Wheels or other programs that provided food for the needy; groceries provided by persons not living in the household.

4. **Certain Grants** Grants or other amounts received specially for:

- a. Auxiliary apparatus for a handicapped person;
- b. Expenses for attendant care, provided that the attendant is someone other than a family member living in the household;
- c. Medical expenses;
- d. Set aside for use under a Plan to Attain Self Sufficiency (PASS) and excluded for purposes of Supplemental Security Income (SSI) eligibility;
- e. Out-of-pocket expenses for participation in publicly assisted programs and only to allow participation in these programs. These expenses include special equipment, clothing, transportation, child care, etc.

NOTE: Grants for items a & b are excluded regardless of whether the care/apparatus results in increased income.

5. **Non-Household Members** Income associated with persons that live in the unit but are not regular household members which includes: (a) payments received for care of foster children or foster adults; and (b) income of live-in attendants.

6. **Mortgage Principal** The principal portion of the payments received on mortgages or deeds of trust.

7. **Student loans** The full amount of student financial assistance paid directly to the student's educational institution.

8. **Lump-Sum Additions** Lump-sum additions to family assets, such as inheritances; cash from sale of assets; one-time lottery winnings; insurance settlements under health and accident insurance and workmen's compensation; settlement for personal or property losses.

9. **Temporary Income** Temporary, non-recurring or sporadic income (including gifts).

10. **Gov. Rent Credits/Rebate** Annual rent credits or rebates paid to senior citizens by government agencies.

11. **Hazardous Duty Pay** Hazardous duty pay to a family member in the military who is exposed to hostile fire.

12. **Training Program Assistance** Payments received under training programs funded by HUD (Comprehensive Improvement Assistance Program).

13. **Resident Stipends** Resident services stipends of \$200 per month or less. You may exclude more than one stipend per household, but you may not exclude more than one per household member.

14. **Refunds or Rebates** Refunds or rebates under state or local law for property taxes paid on a dwelling unit.

15. **Reparation Payments** Reparation payments from foreign governments in connection with the Holocaust.

16. **SSI Lump Sum** Deferred periodic payments of SSI and Social Security benefits that are received in a lump sum.

17. **Training Programs** Compensation from State or local employment training programs and training of a family member as resident management staff.

18. **Adoption Assistance** Adoption assistance payments in excess of \$480 per adopted child.

19. **Homecare Payments** Payments made by the State for a person with a developmental disability to offset the cost of services and equipment needed to allow the person to live in a unit, rather than an institution.

20. Income **EXCLUDED** by Federal statute:

Income excluded by Federal statute:

- a. The value of the allotment made under Food Stamp Act of 1977;

- b. Payments received under Domestic Volunteer Service Act of 1973 (employment through VISTA, retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, or senior companions);
- c. Payments received under Alaskan Native Claims Settlement Act;
- d. Payments from certain submarginal U.S. land held in trust for certain Indian tribes;
- e. Payments, rebates or credits received under Federal, Low-Income Home Energy Assistance Programs (includes any winter differentials given to elderly);
- f. Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for native Americans and migrant and seasonal farm workers, Job Corps., veterans' employment programs, State job training programs, career intern programs);
- g. Payments from disposal of funds of Grant River Band of Ottawa Indians;
- h. The first \$2,000 of per-capita shares received from judgments awarded by the Indian Claims Commission or the court of Claims or from funds the Secretary of Interior holds in trust for an Indian tribe;
- i. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs, or veterans benefits;
- j. Payments received under Title V of the Older Americans Act (Green Thumb, Senior Aides, Older American Community Service Employment Program);
- k. Payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.);
- l. Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-420, 9z Stat. 1785);
- m. The value of any child care provided or reimbursed for under the Child Care and Development Block Grant Act of 1990; and
- n. Earned income tax credit.

## NET FAMILY ASSETS

### A. Net family assets **INCLUDE**, but are not limited to:

1. **Savings/Checking** Cash held in savings and checking accounts, safety deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average balance for the last six months.
2. **Trusts** Include the principal value of any trust available to the household. Do not include irrevocable trusts - i.e., ones that no family member can control.
3. **Property/ Investments** Equity in real property or other capital investments. Include the current market value less: (a) any unpaid balance on any loans secured by the property; and (b) reasonable costs that would be incurred in selling the asset - penalties, broker fees, etc.
4. **Other Investments** Stocks, bonds, treasury bills, certificates of deposits, money market funds.
5. **IRS/Keogh** Individual Retirement Accounts, Keogh Accounts and similar retirement savings accounts. These are included because participation in such retirement savings accounts is voluntary and the holder has access to the funds, even though a penalty may be assessed: (a) while an individual is employed, count only amounts the family can withdraw without retiring or terminating employment; or (b) after retiring or terminating employment, count as an asset any amount the employee elects to receive as a lump-sum.
6. **Retirement/ Pension Funds** While the person is employed, include only amounts the family can withdraw without retiring or terminating employment. At retirement or termination of employment. If benefits will be received in a lump sum, include the benefits in Net Family Assets. If benefits will be received through periodic payments, include the benefits in annual income.



7. **Lump Sum Receipts** Include inheritances, capital gains, one-time lottery winnings, settlements on insurance and other claims.
8. **Personal Property** Personal property held as an investment. Include gems, jewelry, coin collections, or antique cars held as an investment. An applicant's wedding ring and other personal jewelry are not considered assets.
9. **Assets Disposed Within 2 Years** Assets disposed of within two years before effective date of certification/recertification. The amount counted as an asset is the difference between the cash value and the amount actually received. If the fair market value of the disposed assets exceeds the gross amount the family received by more than \$1,000, include the whole difference between the cash value and the amounts received. If the difference is less than \$1,000, ignore it. Do not consider assets disposed of for less than fair market value as a result of a foreclosure, bankruptcy, or a divorce or separation settlement. Do consider: assets put into trusts; business assets disposed of for less than fair market value (Business assets are excluded from net family assets only while they are part of an active business); cash gifts; and property.

**B. Net family assets EXCLUDE:**

---

1. Vehicles specially equipped for the handicapped;
2. Necessary personal property (clothing, furniture, cars, etc.);
3. Interests in Indian trust land;
4. Value of life insurance policies;
5. Equity in the cooperative unit in which the family lives;
6. Assets that are part of an active business (Income earned from such business is counted as income);  
NOTE: Rental properties are considered personal assets held as an investment rather than business assets unless real estate is the applicant's/tenant's main occupation.
7. Assets that are NOT effectively owned by the applicant, ( i.e., when assets are held in an individual's name) but:
  - a. the assets and any income they earn accrue to the benefit of someone else; and
  - b. that other person is responsible for income taxes incurred on income generated by the assets;EXAMPLE: Assets held pursuant to a power of attorney because one party is not competent to manage the assets or assets held in a joint account solely to facilitate access to assets in the event of an emergency. This should not be confused with joint ownership.
8. Assets that are legally owned, but are not accessible to the applicant and provide no income to the applicant.  
EXAMPLE: A battered spouse owns a house with her husband. Because of the domestic situation, she receives no income from the asset and cannot convert the asset to cash.