

Tenant Income Certification (TIC)

Purpose: To summarize a household's qualification for a tax credit or tax-exempt bond unit. This form must be completed by the property owner or their representative.

General Information:

This form has no fields that auto-populate. The user must fill in all fields manually. If any calculations are called for, the user must make the calculations elsewhere and then enter the required totals where indicated.

This form must be signed by the owner or their representative. The form must also be signed by the adult members of the household being qualified for a unit.

Instructions

1. Check the box to indicate the type of certification being conducted; if the certification is for a new move-in, check Initial Certification. If the certification is to recertify a current household, check Recertification. Check "Other" if this is something other than a new move-in or recertification. Check with your property's monitoring Portfolio Analyst if you are not sure what type of certification is being processed.
2. Enter the effective date of this certification.
3. Enter the date the household originally moved into the unit. If this is an Initial Certification, then the effective date and the move-in date should be the same.

PART I. PROJECT INFORMATION

- a) Enter the name of the property, county, and property address.
- b) Enter the household's unit number, number of bedrooms in the unit, the name of the household, and the current household size.
- c) If this certification is to process a transfer within the property, enter the unit number of the unit the family is moving out of.

PART II. HOUSEHOLD COMPOSITION

- a) Starting with the Head of Household on line 1, enter each household member's last name, then enter their first name and middle initial.
- b) Enter date of birth for each household member (format: mm-dd-yyyy).
- c) Using the codes listed below the Part II section, enter the relationship of each household member to the HOH.
- d) Enter the Student Status for each household member: Check "FT" if family member has been or will attend school fulltime for five calendar months (these months do not need to be consecutive); check "PT" if family member is a part-time student; check "N/A" if the family member is not a student at all.

TIC Instructions (continued)

- e) Enter last four digits of each household member's Social Security Number. If household member does not have a Social Security number, enter "N/A".

PART III. GROSS ANNUAL INCOME

- a) Enter household member number as listed in **Part II** for any household member with income.
- b) Enter gross annual amounts under **Employment, Social Security/Pensions, Public Assistance** and/or **Other Income** for each household member that has income.
- c) Add up income for each column and enter total amounts in the **Totals** fields for each column.
- d) Add the totals from columns (A) through (D). Enter final amount in the **Enter Total Income (E)** field.

PART IV. INCOME FROM ASSETS

- a) Enter household member number as listed in **Part II** for any household member with assets.
- b) In column F, describe the asset. In column G, enter "C" for a current asset, or enter "D" if the asset is one that was disposed of for less than Fair Market Value within two years of the effective date of the certification.
- c) In column H, enter "NNPP" if the asset is Non-Necessary Personal Property (see page 5-24 of the *Tax Credit Compliance Manual* for a chart comparing Necessary vs. Non-Necessary Personal Property types). Enter "Real" if the asset is a piece of real estate, i.e., house, condo, land.
- d) In column I, enter the cash value of the asset. The cash value is the amount of the asset that is left over after subtracting any fees required when converting the asset to cash. For example, while the actual value of a CD might be \$30,000, if the bank charges a 2% fee to convert the CD to cash, then the "Cash Value" of the CD would be \$29,400 (30,000 – 600 [2%]).
- e) In column J, enter "A" if the asset generates actual income, or "I" if the asset does not generate actual income. For example, bank accounts are considered assets that generate actual income (even if they don't have an interest rate). Other examples of assets that generate actual income are CD's, stocks and bonds, and money market accounts. Examples of assets that would have to have their income imputed would be things like a motorhome or RV; rare stamp or coin collection; jewelry held as an investment; real property that is not being rented. For more discussion of necessary vs. non-necessary personal property, and real property, please review HUD's HOTMA Notice, available on our website.

TIC Instructions (continued)

- f) In column K, enter the annual income generated by the asset.
- g) If the family has declared **less than \$50,000 in net family assets** on their HEA, then enter “0” for any asset that does not generate actual income. Enter the total annual income for any asset that generates actual income. An example of this would be a savings account with a cash value of \$10,000 and a 3% interest rate. Multiply the cash value by the interest rate (10,000 x 3%). The annual income generated by this asset is \$300. Enter “\$300” in column K for this asset.
- h) If the family has declared **\$50,000 OR MORE in net family assets** on the HEA, then any asset that does not generate actual income **must** have its annual income calculated by multiplying the cash value of the asset by HUD’s applicable passbook rate. This is the “imputed” income of the asset, and the imputed amount must be entered under column K. For any asset that does generate actual income, enter the annual actual income in column K (as in the savings account example noted above).
- i) Add up all the amounts in column K and enter the total in the **Enter the Total Income from all Assets (L)** field.
- j) Add the amounts in field (E) and field (L) together, and enter that amount in the **Total Annual Household Income from All Sources** field.

PART V. DETERMINATION OF INCOME ELIGIBILITY

- a) Re-enter the amount from the **Total Annual Household Income from All Sources** field.
- b) Next to “Current Income Limit per HH Size”, enter the applicable MTSP or HERA limit.
- c) Next to “Household Income at Move-in”, enter the amount from the **Total Annual Household Income from All Sources** field (if this is a new move-in) or the household’s gross income from their original move-in certification.
- d) Next to “Household Size at Move-In”, enter the household size at the time of move-in.
- e) Click in the circle corresponding to the income set-aside percentage being selected for the household. Note that the 20%, 70% and 80% AMI’s are not applicable unless the property owner selected Average Income Test as the property’s federal minimum set-aside election.
- f) For recertifications, enter the Maximum Allowable Income Limit multiplied by 140%.
- g) For recertifications, check “Yes” or “No” indicating if the household income exceeds 140% of their applicable income limit.

TIC Instructions (continued)

PART VI. RENT

- a) Enter portion of rent that household pays.
- b) Enter correct utility allowance amount. If owner pays for all utilities, enter a. "0".
- c) Enter the type and amount of rental assistance, if any. Examples of rental assistance include: Rural Housing Assistance, Section 8 HAP payments.
- d) Enter amount of any non-optional charges or mandatory fees.
- e) If you entered an amount in the non-optional charges field, then you must describe what the charges/fees are for.
- f) Enter the gross rent. This amount is the household portion of rent plus their utility allowance and any other non-optional charges they pay for.
- g) Click in the circle corresponding to the rent set-aside percentage being selected for the household. Note that the 20%, 70% and 80% AMI's are not applicable unless the property owner selected Average Income Test as the property's federal minimum set-aside election.
- h) Next to the question "Is the source of rental assistance federal?", check Yes or No. For example, Rural Housing Assistance and Section 8 HAP payments are forms of federal rental assistance.

PART VII. STUDENT STATUS

- a) Check the box Yes or No in answer to the question "Are all occupants Full-Time Students?"
- b) If you clicked "Yes" for the above question, you must select a Fulltime Student exception which will allow the household to occupy the unit. Check the box next to the exception the household qualifies for.

PART VIII. PROGRAM TYPE

- a) Check the box under the program you are qualifying the household for. For WSHFC, you will check either A. Tax Credit, **or** C. Tax-Exempt Bond. Only check box c if your property does not have any tax credits at all. If the property received either 9% or 4% tax credit financing, check box a.
 - If the household is also being qualified for another housing program (like HOME, National Housing Trust Fund, or another local/state/federal government-funded program), then you can check one or more of the other boxes and indicate the applicable income set-aside. Note that WSHFC only monitors for compliance with the Tax Credit and the Tax-exempt Bond housing programs.

TIC Instructions (continued)

PART IX. STATE SPECIAL NEEDS COMMITMENTS MET BY HOUSEHOLD

- a) If the owner committed to serving special target populations at this property, check the box next to the Special Needs Commitment the household qualifies for.
 - If the property is serving at least 75% Elderly, Farm Worker or Homeless households, then the household may meet more than one Special Needs Commitment. For example, at a property serving 100% Elderly households, a household counted toward the Elderly Commitment could also be counted toward the Persons with Disabilities Commitment if the property is also serving this population.

SIGNATURE PAGE

- a) The property owner or their representative must print their name, title, email address in the fields indicated.
- b) The property owner or their representative must sign and date in the fields indicated. Either electronic or wet signatures are allowable.
- c) Under the **Signature of Applicant(s)** section, the head of household and all adult household members must sign, print their names and date where indicated.