FDIC AFFORDABLE HOUSING DISPOSITION PROGRAM

Monitoring Agency: Phoenix Revitalization Corporation

TENANT INCOME CERTIFICATION

PART	I. CERTIFICATION STATUS	S			
Select One:		Effective Date:			
Initial Certification		Next Recertification Date:			
Recertification		Initial Move-in Date:			
PART	II. DEVELOPMENT DATA				
Property Name:		Unit #:			
Address	s:	Count	ty: Bedrooms #	#:	
PART	III. HOUSEHOLD COMPOS	ITION			
HH Mbr #	Last Name	First Name & Middle Initial	Relationship to Head of Household	18 years old or older at the time of certification?	
1			HEAD	Y N	
2				Y N	
3				Y N	
4				Y N	
5				Y N	
6				Y N	
PART	IV. TOTAL GROSS ANNUA	L HOUSEHOLD INCOMI	E		
HH Mbr #	(A) Employment or Wages/Salaries	(B) Soc. Security/Pensions/Benef	fits (C) Public Assistance	(D) Other Income	
TOTALS					
			(A) through (D) above] TOTAL INCOME (E		
PART	V. INCOME FROM ASSETS	IF OVER \$5,000.00			
HH Mbr #	(F) Type of As	sset (G)	C/I (H) Cash Value of Assets	(I)Annual Income from Asset	
		TOTA			
	If over \$5000 Multipl	y Column (H) Total by Current Pas	ssbook Rate% = IMPUTED INCOME (J	0)	
	Ente	er the greater of the total of column	I or J TOTAL INCOME FROM ASSETS (K	(3)	
	/	. /3	HOLD INCOME FROM ALL SOURCES (L	(A)	
PART	VI. HOUSEHOLD CERTIFIC	CATION & SIGNATURES			
anticipat belief. T	ted annual income. Under penalties of per	rjury, I/We certify that the informat	I/We have provided for each person set forth tion presented in this Certification is true and a cin constitutes an act of fraud. False misleading	ccurate to the best of my/our knowledge and	
			USEHOLD WHO IS 18 YEARS OLD C ELECTRONIC SIGNATURE NOT ACC		
Adult Household Member		Date	Adult Household Member	Date	
Adult Household Member		Date	Adult Household Member	Date	

PART VII. INCOME LIMITS & RENT CALCULATIONS		
A. List the year of the Income Limits and Rent Calculation form used.	YEAR:	
PART VIII. DETERMINATION OF INCOME ELIGIBILITY		
A. Total Annual Household Income from All Sources (L):		
B. AHDP Annual Income Limit for Designation:		
PART IX. RENT		
A. AHDP Rent Limit for Designation & Number of Bedrooms:		
B. Current Lease Must Be Attached		
C. Rental Assistance Verification Must Be Attached (If Applicable)		
PART X. AHDP PROGRAM DESIGNATION TYPE		
Based on the income information provided by the household and verified by me	e or my authorized agent, I c	ertify that the household identified above is a(n):
1 - 50% Median – Very Low Income		
2 - 80% Median – Low Income		
Over Income – Upon recertification, household was determined over-incom	e (OI) according to eligibili	ty requirements of the program(s) marked above.
PART XI. REQUIRED ATTACHMENTS ALL DOCUMENTS LIST	ED MUST BE SUBMITTI	ED FOR THE TIC TO BE COMPLETE
Income Verification – For everyone in household 18 years old and older. Must be determined to the control of th	dated within 90 days of tenant s	ignature. Ex: Min. 2 Paystubs, SSI/SSA Award Letters.
Lease Addendum – Must be signed and dated by everyone in the household 18 yea	rs old and older.	
Tenant Release and Consent – Must be signed and date by everyone in the housel	nold 18 years old and older.	
Copy of Current Lease - The page/s of lease that includes; Name of tenant, unit #,	date of lease, base rent and oth	er charges included in gross rent.
Copy of Rental Assistance Verification - Current verification of rental assistance	e. If applicable.	
PART XII. SIGNATURES OF OWNER/AUTHORIZED AGENT		
Based on the representations herein and upon the proofs and documentation req Income Certification is/are eligible under the provisions the Land Use Restriction		
ORIGINAL SIGNATURE REQUIRED / ELEC	CTRONIC SIGNATURE	NOT ACCEPTED
SIGNATURE OF OWNER/AUTHORIZED AGENT	DATE	 Unit Number

INSTRUCTIONS				
PART I.	Select initial or recertification. Enter Effective Date, Enter Next Recertification Date (12 months from the Effective Date entered) Enter Initial Move in Date.			
PART II.	Enter the property and unit information.			
PART III.	List full name of all the household members. Select Yes or No if tenant was 18 years old or older at the time of application.			
PART IV.	List all income received for all tenants 18 years and older.			
PART V.	Complete this section if total assets are over \$5,000 only.			
PART VI.	All adult household members 18 years old and older must sign and date.			
PART VII.	A. Make sure to use the correct Income and Rent Limits form based on the Effective date of the form and Effective date of TIC. Enter the year of form used.			
PART VIII.	A. Enter the amount listed on page one, section L. B. Enter the income limit for the designation listed on Income limit and Rent Calculations form.			
PART IX.	A. Enter the rent limit for the unit designation listed on the Income Limit and Rent Calculations form.			
PART X.	Select the designation the household qualifies for.			
PART XI.	Required Attachments – All documents listed must be submitted for the TIC to be complete.			
PART XII.	Owner or authorized agent must sign and date.			
Reminder	Owner must maintain tenant files for three years after tenant moves out.			

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