

Property Name: _____

Unit #: _____

Household Name: _____

of people in the Household _____

This document is to be completed by any household, who has an unadjusted income consisting of 90 percent or more from fixed income sources. Complete this form upon recertification only, if the income amounts and sources were third-party verified upon initial certification and there are no major changes to the household composition and income

Directions: Enter all household member name(s) & date(s) of birth below (continue on separate sheet of paper if necessary). Also note whether any household member is/will be a fulltime student in next 12 months.

	<u>Household Member Name</u>	<u>Date of Birth</u>	<u>*FT Student Status</u>	
Head	_____	_____	Yes	No
2.	_____	_____	Yes	No
3.	_____	_____	Yes	No
4.	_____	_____	Yes	No
5.	_____	_____	Yes	No
6.	_____	_____	Yes	No
7.	_____	_____	Yes	No

*** Have you, in this calendar year, or will you in the next calendar year, be a fulltime student for five months or more?**

Enter **household income** including income from assets of each adult household member. If some members have no income put "Zero." Every adult Household member must initial below to certify their monthly income anticipated for the next 12 months (continue on separate sheet of paper if necessary).

<u>Household Member Name</u>	<u>Monthly Income</u>	<u>Source of Income</u>	<u>HH Mem. Initials</u>
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

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I agree to notify management IMMEDIATELY if:

- Anyone in my household becomes a fulltime student.
- My household composition changes in any way.
- My household income changes in any way greater than receiving a COLA.

I certify under penalties of perjury that the above information is true and complete to the best of my knowledge. I understand that false or incomplete information is a violation of the terms of my lease and is grounds for eviction. I agree to furnish any additional income or other documentation required by the property owner/management to document my/our household income.

Applicant/Resident Signature	Print Name	Date
Applicant/Resident Signature	Print Name	Date
Applicant/Resident Signature	Print Name	Date
Applicant/Resident Signature	Print Name	Date

TO BE COMPLETED BY MANAGEMENT

Certification effective month & year: _____

A. HH #	B. Monthly Income	C. Source of Income	D. COLA, I/A	E. Monthly after COLA	F. # of months before COLA	G. # of months after COLA	H. Pre COLA projection (F * B = __)	I. Post COLA projection (G * C = __)	J. Gross annual amount (H + I = __)
EX. 1	\$793	SSI	3%, I	\$817	5	7	5 x 793 = \$3,965	7 x 817 = \$5,719	\$3,965 + \$5,719 = \$9,684
	\$			\$					
	\$			\$					
	\$			\$					
	\$			\$					
	\$			\$					
	\$			\$					
	\$			\$					

Income listed above must also match amounts entered into Household Eligibility Certificate. Attach verification of source COLA or impute at 3%.

FAQ

Q1: What does the streamlined reexaminations for families on fixed income do?

A1: The form permits, but does not require, owners to utilize streamlined requirements for verifying and adjusting fixed income sources for some families. Specifically, for families with an unadjusted income consisting of 90 percent or more from fixed income sources, an owner may:

- In the initial year of a six-year cycle, complete an annual income determination consistent with all applicable City regulations and guidance;
- In the second through fifth year of a six-year cycle, obtain from the family a certification that their fixed income sources have not changed, and that the family's income is still made of at least 90 percent from fixed income sources;
- If the family provides that certification in years two through five, adjust the family's fixed income sources by the Cost-of-Living Adjustment (COLA) that is applicable to that fixed income source;
- Begin the six-year cycle again beginning in year seven.

This form does not eliminate the requirement to conduct an annual reexamination for every household each year.

Q2: How does the City define fixed-income sources for the purpose of determining whether an owner may use the streamlined process for a particular family?

A2: For the purpose of streamlined reexaminations, fixed income is defined as periodic payments at reasonably predictable levels from one or more of the following sources:

- Social Security, Supplemental Security Income, Supplemental Disability Insurance;
- Federal, state, local, or private pension plans;
- Annuities or other retirement benefit programs, insurance policies, disability or death benefits, or other similar types of periodic receipts; or
- Any other source of income subject to adjustment by a verifiable COLA or current rate of interest.

This definition is currently found in HUD Housing Notice 2016-09 and PIH Notice 2016-05.

Q3: How does the owner identify and verify the COLA applicable to each fixed income source?

A3: Owners may rely on either public information related to a specific COLA or they must obtain third-party documentation of the applicable COLA. For example, for Social Security income, an owner may rely on the publicly available COLA, rather than relying on third-party documentation. Owners must properly document any fixed source of income, and the applicable COLA or interest adjustment for each specific fixed source of income. Owners may impute COLAs based on prior years if no future rates have been published.

Q4: Is this flexibility only available for elderly or disabled families?

A4: No, this flexibility is available to any family with fixed-income sources totaling at least 90 percent of the family's unadjusted income.

Q5: Will assets and deductions need to be verified during years streamline income determination is utilized at year two through five?

A5: Years two through five, all assets will be carried forward and an imputed interest rate applied.