

**SELF-CERTIFICATION OF ANNUAL INCOME (LIHTC Only)**

To be completed for the second annual recertification and all subsequent recertifications in 100% tax credit projects.

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

Move-in Date: \_\_\_\_\_

**PART I - DEVELOPMENT**

Property Name: _____	BIN #: _____	PISD: _____
Address: _____	County: _____	Unit No: _____ # BR: _____

**SECTION TO BE COMPLETED BY RESIDENT**

HOUSEHOLD: Enter all household member name(s) and date(s) of birth below. Also note whether or not any household member is or will be a fulltime student in next 12 months. Continue on separate sheet of paper if necessary.

**PART II. HOUSEHOLD COMPOSITION**

**DEMOGRAPHIC INFO\*\***

Hsld Mbr #	Last Name	First Name & Middle Initial	Relationship to Head	Date of Birth (mm/dd/yyyy)	F/T Student	SSN (last 4 digits)	Race	Ethnicity	Disabled
1			HEAD						
2									
3									
4									
5									
6									
7									
8									

\* If all occupants are full time students, attach completed Student Status Affidavit form.

\*\* For Demographic Codes, reference Tenant Income Certification (TIC) Instructions.

**PART III. GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)**

INCOME: 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 sign below to certify their gross annual income anticipated for the next 12 months. See NOTES on second page of this form. Continue on separate sheet of paper if necessary.

Hsld Mbr #	Gross Annual Income & Income from Assets	Signature of Adult(s)
1		
2		
3		
4		
5		
6		
7		
8		
Total Annual Household Income from all Sources		

Property Name:		Unit:	
Household Name:		BIN:	

I agree to notify management IMMEDIATELY if:

- ♦ Anyone in my household becomes a fulltime student, and/or
- ♦ My household composition changes in any way.

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:

Head of Household Signature	Print Name	Date
Other Household Adult Signature	Print Name	Date
Other Household Adult Signature	Print Name	Date
Other Household Adult Signature	Print Name	Date

**NOTES**

**Types of Income:** Possible types of income include but are not limited to: wages, salary, tips, bonuses, commissions, military pay, public assistance, Social Security/SSI, retirement benefits, VA benefits, child support, regular gifts, unemployment, and some types of financial aid, and income earned on assets (checking, savings, IRA, etc.). Include what you receive now and what you anticipate receiving in the next 12 months. All income listed must be GROSS income (income before taxes and deductions).

**Income from Assets:** Income from assets must also be included in Total Gross Annual Income. Possible types of assets include, but are not limited to: checking accounts, savings accounts, cash on hand, money market accounts, certificates of deposit, stocks, bonds, 401(k) and real estate. Include the annual interest from these accounts in your total income.

**SECTION TO BE COMPLETED BY MANAGEMENT**

**MOVE-IN/LIHTC QUALIFICATION:**

Certification Effective Date:	
Set-Aside %:	
Total Gross Annual Income:	

**CURRENT RECERTIFICATION:**

Effective Date of Recertification:	
Total Gross Annual Income:	
Tenant Paid Rent:	
Utility Allowance:	
Non-Optional Fees:	
Gross Rent for Unit:	
Maximum Rent for Unit:	
Subsidy Portion:	
Subsidy Type:	

Signature of Management Representative	Print Name	Date
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