

# NEIGHBORHOOD STABILIZATION PROGRAM (NSP) INSTRUCTIONS FOR COMPLETING TENANT INCOME CERTIFICATION (TIC)

*This form is to be completed by the owner or an authorized representative.*

## **PART I – Development Data**

Check the appropriate box for Initial Certification (move-in), Recertification (annual recertification), or Other. If Other, designate the purpose of the recertification (i.e., a unit transfer, a change in household composition, or other state-required recertification).

- |                |  |
|----------------|--|
| Move-in Date   | Enter the date the tenant has or will take occupancy of the unit.  |
| Effective Date | Enter the effective date of the certification. For move-in, this should be the move-in date. For annual recertification, this effective date should be no later than one year from the previous (re)certification. |
| Property Name  | Enter the name of the development.   |
| County         | Enter the county (or equivalent) in which the building is located.   |
| Address        | Enter the unit number.   |
| # Bedrooms     | Enter the number of bedrooms in the unit.  |

## **PART II – Household Composition**

List all occupants of the unit. State each household member's relationship to the head of household by using one of the following coded definitions:

- |                       |                                |
|-----------------------|--------------------------------|
| H - Head of Household | S - Spouse                     |
| A - Adult Co-Tenant   | O - Other Family Member        |
| C - Child             | F - Foster child(ren)/adult(s) |
| L - Live-in Caretaker | N - None of the Above          |

Enter the date of birth, student status, and social security number or alien registration number for each occupant.

*If there are more than seven (7) occupants, use an additional sheet of paper to list the remaining household members and attach it to the certification.*

## **PART III – Annual Income**

**Annual income shall be determined in accordance with the Code of Federal regulations (CFR), Title 24, Part 5, Section 5.609(b). See HUD Handbook Technical Guide for Determining Income and Allowances for HOME Program - January 2005, for complete instructions on verifying and calculating income, including acceptable forms of verification.**

From the third party verification forms obtained from each income source, enter the gross amount anticipated to be received for the twelve months from the effective date of the (re)certification. Complete a separate line for each income-earning member. List the respective household member number from Part II.

- |            |  |
|------------|--|
| Column (A) | Enter the annual amount of wages, salaries, tips, commissions, bonuses, and other income from employment; distributed profits and/or net income from a business. |
| Column (B) | Enter the annual amount of Social Security, Supplemental Security Income, pensions, military retirement, etc.  |
| Column (C) | Enter the annual amount of income received from public assistance (i.e., TANF, general assistance, disability, etc.)   |

Column (D) Enter the annual amount of alimony, child support, unemployment benefits, or any other income regularly received by the household.

Column (E) Add the totals from Columns (A) through (D), above. Enter this amount.

#### **PART IV – Income from Assets**

**Income from Assets shall be determined in accordance with the Code of Federal regulations (CFR), Title 24, Part 5, Section 5.609(b). See HUD Handbook Technical Guide for Determining Income and Allowances for HOME Program - January 2005, for complete instructions on verifying and calculating income from assets, including acceptable forms of verification.**

From the third party verification forms obtained from each asset source, list the gross amount anticipated to be received during the twelve (12) months from the effective date of the certification. List the respective household member number from Part II and complete a separate line for each member.

Column (F) List the type of asset (i.e., checking account, savings account, etc.)

Column (G) Enter C (for Current, if the family currently owns or holds the asset), or I (for Imputed, if the family has disposed of the asset for less than fair market value within two years of the effective date of (re)certification).

Column (H) Enter the cash value of the respective asset.

Column (I) Enter the anticipated annual income from the asset (i.e., savings account balance multiplied by the annual interest rate).

TOTALS Add the total of Column (H) and column (I), respectively.

If the total in Column (H) is greater than \$5,000, you must do an imputed calculation of asset income. Enter the Total Cash Value, multiply by 2% and enter the amount in (J), Imputed Income.

Row (K) Enter the greater of the total in Column (I) or (J).

Row (L) Total Annual Household Income from all sources, add (E) and (K) and enter the total.

#### **HOUSEHOLD CERTIFICATION AND SIGNATURES**

After all verifications of income and/or assets have been received and calculated, each household member age 18 or older must sign and date the Tenant Income Certification (TIC). For move-in, it is recommended that the Tenant Income Certification (TIC) be signed no earlier than five (5) days prior to the effective date of the certification.

#### **PART V – Determination of Income Eligibility**

Total Annual Household Income From All Sources Enter the number from item (L).

Current Income Limit per Family Size Enter the Current Move-in Income Limit for the household size.

Household Income at Move-in Household Size at Move-in For recertifications only – Enter the household income from the move-in certification. On the adjacent line, enter the number of household members from the move-in certification.

Household Meets Income Restriction Check the appropriate box indicating that the income restriction of the household has been met at or below 50% area median income, according to the requirements for the NSP project.

#### **PART VI – Rent**

Tenant Paid Rent Enter the amount the tenant pays toward rent (not including rent assistance payments)

such as Section 8).

Rent Assistance	Enter the amount of rent assistance, if any.
Utility Allowance	Enter the utility allowance. If the owner pays all utilities, enter zero (0).
Other Non-Optional Charges	Enter the amount of non-optional charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc.
Gross Rent for Unit	Enter the total of Tenant Paid Rent plus Utility Allowance and other non-optional charges.
Maximum Rent Limit for this Unit	Enter the maximum allowable gross rent for the unit.

### **Signature of Owner/Representative**

It is the responsibility of the owner's representative to sign and date this document immediately following execution by the resident(s).

The responsibility of documenting and determining eligibility (including completing and signing the Tenant Income Certification (TIC) form and ensuring such documentation is kept in the tenant file is extremely important and should be conducted by someone well trained in NSP compliance.

*These instructions should not be considered a complete guide on NSP compliance. The responsibility for compliance with federal program regulations lies with the owner of the building(s.)*