

# NJHMFA LOW INCOME TAX CREDIT TENANT INCOME SELF CERTIFICATION

(FOR 100% LITC PROPERTIES RECERTIFICATIONS ONLY)

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

Move-in Date: \_\_\_\_\_  
(MM/DD/YYYY)

## PART I. DEVELOPMENT DATA

Property Name: \_\_\_\_\_ County: \_\_\_\_\_ BIN #: NJ \_\_\_\_\_  
Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_

## PART II. HOUSEHOLD COMPOSITION

HH Mbr #	Last Name	First Name & Middle Initial	Relationship to Head of Household	Date of Birth (MM/DD/YYYY)	F/T Student (Y or N)	Social Security or Alien Reg. No.
1			HEAD			
2						
3						
4						
5						
6						
7						
8						

TOTAL ANNUAL HOUSEHOLD INCOME: \$ \_\_\_\_\_  
(INCLUDE INCOME FROM ASSETS)

Tenant Paid Rent \$ \_\_\_\_\_

Rental Assistance Type \_\_\_\_\_

Utility Allowance \$ \_\_\_\_\_

Rental Assistance \_\_\_\_\_

GROSS RENT FOR UNIT:  
(Tenant paid rent plus Utility Allowance &  
other non-optional charges)

\$ \_\_\_\_\_

Other non-optional charges \_\_\_\_\_

Unit Meets Rent Restriction at:

60%  50%  40%  30%  20%

Maximum Rent Limit for this unit: \$ \_\_\_\_\_

ARE ALL OCCUPANTS FULL TIME STUDENTS?  yes  no  
If yes, circle exception and attach documentation

### Student Exception:

- 1 TANF assistance
- 2 Job Training Program
- 3 Single parent/dependent child
- 4 Married/joint return
- 5 Previously in Foster Care

## HOUSEHOLD CERTIFICATION & SIGNATURES

Under penalties of perjury, I/we certify that the information presented in this Certification is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of the lease agreement.

\_\_\_\_\_  
Signature (Date) Signature (Date)  
\_\_\_\_\_  
Signature (Date) Signature (Date)

## SIGNATURE OF OWNER/REPRESENTATIVE

Based on the representations herein and upon the proofs and documentation required to be submitted, the individual(s) named in Part II of this Tenant Income Certification is/are eligible under the provisions of Section 42 of the Internal Revenue Code, as amended, and the Land Use Restriction Agreement (if applicable), to live in a unit in this Project.

\_\_\_\_\_  
SIGNATURE OF OWNER/REPRESENTATIVE DATE

**INSTRUCTIONS FOR COMPLETING 100% PROPERTY TENANT INCOME SELF CERTIFICATION**

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

Effective Date: Enter the effective date of the certification. The effective date should be no later than one year from the effective date of the previous (re)certification.

Move-In Date: Enter month, day and year of initial tax credit move-in date.

**Part I – DEVELOPMENT DATA**

Property Name: Enter the name of the development

County: Enter the county in which the development is located.

BIN#: Enter the Building Identification Number (BIN) assigned to the building (from IRS Form 8609)

Address: Enter the address of the building.

Unit Number: 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-head/tenant | O – Other family member         |
| C - Child                | F – Foster child(ren)/adults(s) |
| L - Live –in Aide        | N – None of the above           |

Enter the date of birth and social security number or alien registration number for each occupant. If there are more than eight (8) occupants, use an additional recertification form to list the remaining household members and attach it to page one (1) of the recertification.

**TOTAL ANNUAL HOUSEHOLD INCOME**

Although third party verification forms are not required to determine income and assets for the 100% LITC Tenant Self Certification, it is suggested that such information be obtained through 1<sup>st</sup> party (tenant/household member) to support gross annual income anticipated to be received during the twelve months from the effective date of the certification. Household members should provide the owner/management company with sufficient income/asset documentation/details to indicate total annual household income (ie. paystubs, pension check stub, Social Security Award Letter or year-end statement, bank statement(s), etc). Income is to be reported for each household member.

If the household composition/individuals differ from the prior certification, file clarification should be included.

Please refer to the HUD Handbook 4350.3 for complete instructions on income inclusions/exclusions, basic income and asset verification, calculation of income and assets.

### **RENT**

- Tenant Paid Rent: Enter the amount the tenant pays for rent (not including rental assistance payments)
- Rental Assistance: Enter the amount of rental assistance, if any.
- Rental Assistance Type: Enter the source of the rental assistance.
- Utility Allowance: Enter the utility allowance. If the owner pays all utilities, enter zero.
- Non-optional charges: Enter the amount of non-optional charges, such as mandatory garage rent, storage, etc.
- Gross Rent for Unit: Enter the total of Tenant Paid Rent + Utility allowance + other non-optional charges.
- Maximum Rent Limit: Enter the maximum allowable gross rent for the unit.
- Meets Rent Restriction at: Check the appropriate rent restriction that the unit meets according to the required set-aside(s) for the project.

### **STUDENT STATUS**

All household members are to identify student status via Student Status Verification form. If a student, the household member exemption and/or explanation is to be provided.

*\*Fulltime status is determined by the school the student attends*

### **HOUSEHOLD CERTIFICATION AND SIGNATURES**

After providing income, asset, and student status information, each adult household member (age 18 or older) must sign and date the Low Income Tax Credit Income Self Certification.

### **SIGNATURE OF OWNER/REPRESENTATIVE**

It is the responsibility of the owner or the owner's representative to sign and date the Low Income Tax Credit Income Self Certification immediately following execution by the resident(s).

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

*These instructions should not be considered a complete guide on tax credit compliance. The owner of the project is responsible for compliance with the federal and state regulations as outlined in Section 42 of the code, IRS 8823 Guide, NJHMFA Qualified Allocation Plan (QAP) and NJHMFA Tax Credit Compliance Manual.*