

INSTRUCTIONS FOR COMPLETING ANNUAL ELIGIBILITY CERTIFICATION

This section is to be completed by property staff.

Development Data – All Programs

Property Name	Enter the name of the development.
TDHCA #	Enter the assigned Program Number.
County	Enter the county (or equivalent) in which the building is located.
Unit Number	Enter the unit number.
BIN #	Enter the Building Identification Number (BIN) assigned to the building (for the HTC program only--from IRS Form 8609).
# Bedrooms	Enter the number of bedrooms in the unit.
Effective Date	Enter the date executed by the tenant.
Move-in Date	Enter the date the tenant took occupancy of the unit.

These sections are to be completed by the head of household.

Household Composition – All Programs

List all occupants of the unit: Include the Student Status, Sex, Age, Ethnicity, Race, and Special Needs designations for each household member.

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

Student Status – Tax Credit and Tax-Exempt Bond Programs Only

If all household members are full time* students, check “yes.” If at least one household member is not a full time student, check “no.”

If “yes” is checked, the appropriate exemption must be listed in the box to the right. If none of the exemptions apply, the household is ineligible to rent the unit.

**Full time is determined by the school the student attends.*

Annual Income – HOME Program only

Have the resident enter the total household income and initial the clause that source documentation will be provided upon request.

This section is to be completed by property staff.

Rent – All Programs

Rent Assistance	Check the box indicating if rental assistance is received. Enter the amount of rent assistance, if any.
Tenant Paid Rent	Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).
Utility Allowance	Enter the utility allowance for utilities paid directly to the provider. If the owner pays all utilities, enter zero.
Other non-optional charges	Enter the amount of <u>non-optional</u> charges, such as utilities paid to/through the owner of the building, mandatory garage rent, storage lockers, charges for services provided by the development, etc.
Gross Rent for Unit	For HOME , enter the total of the Tenant Paid Rent, plus Utility Allowance, plus Rent Assistance and other non-optional charges. (D=A+B+C+rental assistance) For HTC, HTF and Tax-Exempt Bond , enter the total of Tenant Paid Rent plus Utility Allowance and other non-optional charges. (D=A+B+C)

Household Certification and Signatures

The head of the household must sign and date the Annual Eligibility Certification.