

ATTACHMENT L-1

CHECKLIST FOR TENANT INCOME CERTIFICATION FILE SUBMISSIONS

Provided below is a detailed list of acceptable forms of verification required for HPD and HDC affordable housing units. As there may be other programs involved (i.e. HOME or Section 8), Owners & Agents must ensure to adhere to those requirements as well. This checklist is not meant to be applicant-facing as it provides detail regarding file compliance that is targeted for Owners and Agents.

I. UNIT & HOUSEHOLD INFORMATION:

(Required for all files)

- ☐ Application Information Form (AIF) (Attachment M)
- ☐ Primary Residence Certification (Attachment N-2 or N-3)
- ☐ Tenant Income Certification (TIC) (Attachment L-3)
- ☐ Rental Application (Attachment G-1) or HC2 Application Snapshot
- ☐ Rent Payment History or Credit Review & Authorization to Release Information Form (Attachment R-5)
- ☐ Certification of Disability for Set-Aside Unit (Attachment I-2), if applicable.

II. INCOME:

If Income is determined using Other Means Tested Public Assistance (“Safe Harbor” Provision):

- A.** Owners may use the income determination made by another federal means-tested public assistance program within the previous 12-month period **to qualify individuals or households whose family composition on the award or benefit letter matches the application.** In such cases, no further income verification is needed. Qualified means tested programs include:
 - i. The Temporary Assistance for Needy Families block grant (42 U.S.C. 601, et seq.)
 - ii. The Supplemental Nutrition Assistance Program (42 U.S.C. 2011 et seq.) *The Special Supplemental Nutrition Program for Woman, Infants, and Children (42 U.S.C. 1786)*
 - iii. *Medicaid (42 U.S.C. 1396 et seq.)*
 - iv. *Other means-tested federal programs that the Secretary determines to have comparable reliability and announces through a Federal Register notice*
- B.** If using the Safe Harbor Provision, please note the following:
 - i. The income information must be received by means of a third-party verification
 - ii. The third-party verification must state the family size, must be for the entire family (i.e., the family members listed in the documentation must match the family’s composition on the application)
 - iii. The annual income **need not** be broken down by family member or income type
 - iv. Income inclusions, exclusions or deductions listed on award letters **must not** be considered
 - v. The award letter must show that the family’s income determination was made in the previous 12 months, based upon any of the following:
 - Income determination effective date;
 - Program administrator’s signature date;
 - Family’s signature date;
 - Report effective date; or
 - Other report-specific dates that verify the income determination date.

ATTACHMENT L-1

- C. Attachment I-5 (Safe Harbor Eligibility Certification): This form must be completed for all households using the Safe Harbor Provision.

If Income is not determined using Other Means Tested Public Assistance (“Safe Harbor” Provision), then the following verification requirements are applicable:

A. Employment Income/Wages:

Owners must require that all adult household members reporting employment income provide only one of the following:

- ☐ Most recent and consecutive paystubs that represent a minimum of one month of wages:
 - ☐ 2 paystubs if paid monthly, semi-monthly or biweekly
 - ☐ 4 paystubs if paid weekly
- ☐ Employment Verification Form (Attachment I-3) filled out in its entirety. Any questions left unanswered or unclear will require clarification.
- ☐ Oral Verification: Telephone or in-person contact with employer specifying amount to be paid per pay period and length of pay period. This includes frequency of gross pay (i.e., hourly, biweekly, monthly, bimonthly); anticipated increases in pay and effective dates; overtime, bonuses, etc.),

B. Business Income & Self-Employment Income:

If Business/Self-Employment Income in the same line of work has been reported on the most recent year’s tax return, the following two (2) methods of verification are required:

- ☐ Most recent signed FEDERAL 1040 returns including 1099(s), Schedule C and other schedules, and
- ☐ An estimate of current year’s net self-employment earnings certified in: (i) a letter from a licensed accountant or tax preparer, or (ii) a self-certification statement.

If Business/Self-Employment income was not reported on the previous year’s tax return, the following two (2) methods of verification are required:

- ☐ An estimate of current year’s net self-employment earnings certified in: (i) a letter from a licensed accountant or tax preparer, or (ii) a self-certification statement, and
- ☐ All third-party documentation supporting the estimate so that the Agent may make a reasonable attempt to establish the applicant’s self-employment income and determine eligibility. See Attachment I-4 for examples of self-employment records.

C. Benefit Income: Public Assistance, SSI, SSP, Unemployment, Disability, Pension, etc.

- ☐ Award or benefit notification letters/computer printout from court or public agency dated within 120 days.
 - If Award letters or printouts are older than 120 days, the following may be submitted to support the award letter(s):
- ☐ Current or recent check stubs to support that the payment amount has not changed.

Note: **Social Security Award letters are valid for the entire certification year since social security income is only adjusted annually.*

ATTACHMENT L-1

D. Alimony

- ☐ Copy of separation or settlement agreement(s) stating the amount and type of support and payment schedule.

E. Child Support:

- If the child support is court-ordered and is being received:
 - ☐ An official statement or transaction history showing activity and the actual amount being received.
- If the child support is non-court-ordered and is listed on the application, either of the below methods is acceptable:
 - ☐ A self-certification signed by the person providing the assistance that includes the frequency and amount of support.
 - ☐ A self-certification signed by the applicant that includes the frequency and amount of support.
- If the contribution is not listed or is inconsistent with the amount on the application, supporting documentation is needed in addition to the self-statement.
- If child support is not being received:
 - ☐ A self-certification from the applicant indicating that child support is not being received.
 - ☐ If court ordered, a copy of the official statement or transaction history.

F. Recurring contributions and gifts:

- If the contribution is listed on the application, either of the below methods is acceptable:
 - ☐ A self-certification signed by the person providing the assistance stating the purpose, amounts and frequency of payments.
 - ☐ A self-certification signed by the applicant stating purpose, amounts and frequency of payments.
- If the contribution is not listed on the application, and it impacts eligibility, supporting documentation is needed in addition to the gift giver or gift receiver certification.

G. Unemployment/Zero Income: This form is required for adult household members certifying to being unemployed or receiving zero income:

- ☐ Certification of Unemployment / Zero Income (Attachment I-1)

ATTACHMENT L-1

III. ASSETS:

Owners are not required to collect supporting asset verification documents unless the total household assets exceed the HUD-published asset threshold.

➤ The below method of verification is required for ALL applicant households:

☐ Asset Certification (Attachment T): This form must identify both the specific assets and the actual income earned from the assets (such as the interest rate for a bank savings account).

➤ For households whose assets exceed the HUD-published asset threshold:

☐ Most recent complete bank statement for all bank accounts and nontraditional electronic accounts that reflect the account owner(s), the account's current balance, interest rate, and the statement date.

☐ Documentation that reflects:

- The current cash value of any real estate,
- The current cash value of any stocks, bonds, or investment accounts,
- The current cash value for whole life insurance policies,
- The value of other non-necessary personal property, and
- Any assets that have been sold or given away within the last two (2) years for less than fair market value (FMV)

IV. STUDENT STATUS (TAX CODE UNITS ONLY): Owners are required to document the full-time or part-time enrollment status for any person over the age of 18 being processed for Tax Code units (LIHTC OR Tax-Exempt Bond programs).

☐ Attachment J-1 (Student Status Verification form) – If any household member over the age of 18 indicates that they are a full time or part time student, the agent must obtain verification from the educational institution.

☐ Attachment J-2 (Student Financial Assistance Worksheet) – If any household member over the age of 18 has indicated that they are a full-time or part-time student, Attachment J-2 must be completed.

The determination of student status as full-time or part-time is based on the criteria used by the educational institution the student is attending. At least one (1) of the below methods of verifications is required:

☐ School records, such as transcripts, enrollment verification letters, or paid fee statements that show a sufficient number of credits to be considered a full-time student by the educational institution attended.

☐ Third Party: Verification from the Admissions or Registrar's Office or dean, counselor, advisor, etc.

☐ Oral Verification: Telephone or in person contact with these sources documented in file by the owner.

Note: The Student Status Certification (Attachment J-1) will not be required if the student status for the household is properly documented on the TIC. This includes:

- *The Student Status is noted for all household members.*
- *Part VII: Student Status is filled out, and if applicable, the required exception is listed.*
- *The TIC is signed and dated by all adult household members.*

ATTACHMENT L-1

ADDITIONAL FORMS:

- ☐ IRS 4506 (DOI/HDC) & (DOI/HPD) (Attachment R-3)
- ☐ NYS DTF-505 Form (DOI/HDC) & (DOI/HPD) (Attachment R-4)
- ☐ Broker/Third Party Certification, if applicable
 - <165% AMI (Attachment S-1)
 - >165% AMI (Attachment S-2)
- ☐ Next Available Unit Rule Certification, if applicable:
 - Certification for Deep Rent Skewed Projects (Attachment V-1)
 - Certification for Mixed Income/Non-Deep Rent Skew projects (Attachment V-2)

Approvals from the Agency are conditioned on management confirming eligibility and ensuring that all documents are properly executed and notarized prior to lease signing.

The Owner may not collect funds from prospective residents (e.g., security deposits, rents, etc.). Additionally, No resident may be moved into the building, and no lease or contract may be signed, until the Agency has approved the applicant.