# INSTRUCTIONS FOR COMPLETING TENANT INCOME CERTIFICATION

*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., resyndication, a unit transfer, a change in household composition, or other state-required recertification).

| Type of Certification | Effective Date | Move-in Date | Initial LIHTC Qualification Date |
|---|---|---|---|
| Initial Certification / New Move In | Same as LIHTC Qualification Date | Date tenant first moved into the project. | Same as Move-in Date |
| Acquisition/Rehab | Same as LIHTC Qualification Date | Date tenant first moved into the property. | - Date of acquisition if executed before/after 120 days of the date of the acquisition<br>- Date of tenant signature acquisition if executed after 120 days of the date of the acquisition<br>- New Move-in (see above) |
| Resyndication | - When grandfathering in tenants in place at time of new LIHTC allocation- Initial LIHTC Qualification Date<br>- When completing a new LIHTC certification of in place tenants under the new LIHTC allocation- Date of Tenant Signature<br>- New Move-in (see above) | Date tenant first moved into the project (under the original LIHTC allocation). | Date first determined to be income eligible for the LIHTC program under the existing extended use agreement (should be same as Move-in Date; see above) |
| Transfer | Date of Transfer | Date tenant first moved into the project. | - Transfer within the same building or within the same multiple building project: See Move-in Date<br>- Transfer to a different building that is a separate project due to line 8b election: Date of transfer |
| Recertification | Annual anniversary of the Initial LIHTC Qualification Date | Date tenant first moved into the project. | Based on Type of Certification (see above) |

**Property name** Enter the name of the development.

**County** Enter the county (or equivalent) in which the building is located.

**BIN** Enter the building identification number (BIN) assigned to the building (from IRS Form 8609).

**Address** Enter the address of the building.

**County** Enter the unit number.

**BIN** Enter the number of bedrooms in the unit.

## TILMAAMAHA SIDA LOO BUUXIYO XAQIIJINTA DAKHLIGA KIREYSTAHA

*Foomkaan waa inuu buuxiyo mulkiilaha ama wakiil oggolaansho u haysta*

### QAYBTA I AAD - XOGTA ABUURISTA

Calaamadee bokiska ku habboon Xaqiijinta Koowaad (Helida hantida), Dib u xaqiijinta (dib u xaqiijinta sanadlaha ah) ama Wax kale. Haddii Wax kale jiraan, qeex ujeedada dib u-xaqiijinta (sida, dib u-cusboonaysiinta, wareejinta dhisme, isbadelka isku dhafka qoyska, ama caddaynta kale ee gobolku u baahan yahay).

| Nooca Xaqiijinta | Taariikhda Dhaqan Galka | Taariikhda aad kusoo Wareegtay | Taariikhda Xaqiijinta LIHTC ee ugu horreysa |
|---|---|---|---|
| Xaqiijinta Koowaad / U wareegida Cusub | Lamidka ah Taariikhda Xaqiijinta LIHTC | Taariikhda kireystuhu u wareegay markii koowaad mashruuca. | Lamid ah Taariikhda uu u Wareegay |
| Qaadashada/Helida | Lamidka ah Taariikhda Xaqiijinta LIHTC | Taariikhda kireystuhu u wareegay markii koowaad hantida. | - Taariikhda uu la wareegay haddii la sameeyay kahor/kadib 120 maalmood kadib taariikhda la wareegida<br>- Taariikhda saxiixa la wareegida kireystaha haddii la sameeyay kadib 120 maalmood kadib taariikhda la wareegida<br>- U wareegida guriga ee cusub (eeg kor) |
| Dib ugu wareegida guryo qiimo jaban | - Marka awoowe kiraysanaayo goob wakhtiga qoondaynta cusub ee LIHTC Taariikhda u qalmida LIHTC<br>- Marka la dhameystiraayo mid cusub<br>- Xaqiijinta LIHTC ee kiraystayaasha meesha ku jira ee hoos yimaada qoondaynta cusub ee LIHTC - Taariikhda Saxiixa Kireystaha<br>- U wareegida guriga ee cusub (eeg kor) | Taariikhda kireystaha uu markii hore u soo guuray mashruuca (hoos u qoondaynta LIHTC asalka ah). | Taariikhda ugu horraysa ee la go'aamiyay u qalmida dakhliga barnaamijka LIHTC ee hoos yimaada heshiiska la dheereeyey ee jira (waa inay la mid noqotaa Taariikhda Guuritaanka; eeg kor) |
| Wareegida | Taariikhda Wareegida | Taariikhda kireystuhu u wareegay markii koowaad mashruuca. | - U wareegida isla dhismaha ama isla mashruuca dhismaha: Eeg Taariikhda Guurista<br>- U wareegista dhisme<br>- kale oo ka baxsan mashruuca sababo la xariira doorashada laynka 8b: Taariikhda wareegida |
| Dib u xaqiijinta | Sanadguurada sanadlaha ah ee Taariikhda Xaqiijinta LIHTC ee ugu horreysa | Taariikhda kireystuhu u wareegay markii koowaad mashruuca. | Ayadoo lagu saleynaayo Nooca Xaqiijinta (eeg kor) |

**Magaca dhismaha** Geli magaca horumarka.

**Degmada** Geli dalka (ama wax lamid ah) dhismaha aad ku nooshahay.

**BIINKA** Geli lambarka aqoonsiga dhismaha (BIINKA) loo qoondeeyay dhismaha (laga bilaabo Foomka IRS 8609).

**Ciwaanka** Geli ciwaanka dhismaha.

**Degmada** Geli lambarka dhismaha.

**BIINKA** Geli lambarka qolalka dhismaha.

## PART II – HOUSEHOLD COMPOSITION

**Name:** List the full last name, first name and middle initial of all household occupants of the unit.

**Relation to Head of the of Household:** Enter each household member's relationship to the head of household by using one following definition codes:

**H** – Head of Household
**S** – Spouse/Legal Domestic Partner
**A** - Adult Co-Head (not spouse or legal domestic partner
**C** – Child
**F** – Foster child/adult

NOTE: Guests are NOT part of the household and are not considered in determining family size for income limits.

**Race:** Enter each household member's race by using at least one of the following definition codes:

| | | |
|---|---|---|
| A = Asian | AIND = Asian Indian | ACH = Chinese |
| AF = Filipino | AJ = Japanese | AK = Korean |
| AV = Vietnamese | AO = Asian Other | AI = American Indian/Alaskan Native |
| B = Black/African American | NH = Native Hawaiian/Other Pacific Islander | PNH = Native Hawaiian |
| PGC = Guamanian or Chamarro | PS = Samoan | PO = Pacific Islander Other |
| O = Other | W = White | |

**Ethnicity:** Enter each household member's ethnicity by using one of the following definition codes:

| | |
|---|---|
| H = Hispanic or Latino | N = Not Hispanic or Latino |
| PR = Puerto Rican | C = Cuban |
| MAC = Mexican, Mexican American, Chicano/a | O = Another Hispanic, Latino/a, or Spanish Origin |

**Disabled** Enter one of the following for each household member:

**YES** - if member is disabled according to the Fair Housing Act's definition
**NO** - if the member is not disabled according to the Act's definition
**ND -** (Not Disclosed) **-** if the member did not disclose the information

Per the Fair Housing Act, individuals with mental or physical impairments that substantially limit one of more major life activities are considered to have a disability. Please refer to 24 CFR 100.201 for the definitions of mental or physical impairments, as well as other terms commonly referred to within the Act.

**Date of Birth:** Enter each household member's date of birth; use format MM/DD/YYYY.

**Student Status:** Enter **YES** if the household member is a full-time student. Enter **NO** if the household member is not a full-time student.

**Last Four Digits of SS#:** Enter the last four digits each adult household member's social security number, alien Registration number or ITIN. If unknown or not disclosed, it is okay to enter '0000', '9999' or the format accepted by your software.

## QAYBTA II – TIRADA QOYSKA

**Magaca:** Qor magaca dambe oo buuca, magaca koowaad iyo xarfaha magaca dhexe ee xubnaha qoyska ee ku nool dhismaha.

**Xiriirka kala dhaxeeya Madaxa guud** ee **Qoyska:** Geli xiriirka kala dhaxeeya mid walba oo kamid ah xubnaha guriga madaxa guud ee qoyska adoo adeegsanaya koodhadhkaan qeexitaanka ee soo socda:

**H** – Hogaamiyaha Qoyska
**S** – Xaas/nin/lamaanaha Guriga ee sharciga ah
**A** - Qof wayn oo guriga wax ka hogaamiya (oo aan ahayn xaas ama ninka ama lamaanaha guriga
**C** – Ilmaha
**F** – Ilmo la koriyo/qof wayn

OGEYSIIS: Martidu qayb KAMA ahan qoyska oo laguma daro go'aaminta tirada qoyska ee xadka dakhliga.

**Jinsiyada:** Geli jinsiyadda xubin kasta oo qoyska ka tirsan adiga oo isticmaalaya ugu yaraan mid ka mid ah koodhadhka qeexitaanka soo socda:

| | | |
|---|---|---|
| A = Aasiyaan | AIND = Hindida Eeshiya | ACH = Shiinees |
| AF = Filibino | AJ = Jabaaniis | AK = Kuuriyaan |
| AV = Fitnaamiis | AO = Eeshiyaan Kale | AI = Hindida Mareykanka/Alaskan Native |
| B = Madow/Afrikaanka Maraykanka ah | NH = Native Hawaiian/Dad kale oo kasoo jeeda Jaziirada Pasifiga | PNH = Hawaiian Dhalad ah |
| PGC = Guamanian ama Chamarro | PS = Samoan | PO = ad kale oo kasoo jeeda Jaziirada Pasifiga |
| O = Mid kale | W = Caddaan | |

**Qowmiyada:** Geli qowmiyada xubin kasta oo qoyska ka tirsan adiga oo isticmaalaya ugu yaraan mid ka mid ah koodhadhka qeexitaanka soo socda:

| | |
|---|---|
| H = Hispanic ama Latino | N = Aan ahayn Hispanic ama Latino |
| PR = Puerto Rican | C = Cuban |
| MAC = Mexican, Ameerikaanka Mexica, Chicano/a | O = Isbaanish Kale, Latino/a, ama Isbaanish asal ahaan |

**Naafo ah** Geli kamid ah xubnahaan qoyska ee soo socda:

**HAA** - haddii xubintu ay naafo tahay sida uu dhigayo qeexida Xeerka Guryeynta Caddaaladda ah

**MAYA** - haddii xubintu aysan naafo ahayn sida uu qabo qeexida sharciga

**ND -** (Aan La shaacin) **-** haddii xubintu aysan shaacin xogta

Sida ku xusan Xeerka Guriyeynta ee Caddaalada ah, shakhsiyaadka qaba naafo maskaxeed ama jireed oo si weyn u xaddidaya mid ka mid ah hawlo badan oo nolosha kamid ah ayaa loo arkaa inay leeyihiin naafo. Fadlan eeg 24 CFR 100.201 si aad u aragto qeexitaanada naafada maskaxeed ama jireed, iyo sidoo kale ereyo kale oo inta badan lagu adeegsado sharciga.

**Taariikhda Dhalashada:** Geli taariikhda dhalashada ee xubin kasta oo qoyska ka tirsan; isticmaal qaabkaab BISHA/MAALINTA/SANADKA.

**Ardayga Xaaladda:** Geli **HAA** haddii xubinta qoyskaaga yahay arday dhigta dugsiga maalinta oo buuxda. Geli **MAYA** haddii xubinta qoyskaaga yahay arday aan dhigan dugsiga maalinta oo buuxda.

**Afarta lambar ee Ugu dambeeya lambarka SS#:** Geli afarta lambar ee u dambeeya lambarka sooshal sekuuritiga ee xubin kasta oo qoyska ka mid ah, lambarka Diiwaangelinta shisheeye ama ITIN. Haddii aan la aqoon ama aan la shaacin, waa caadi inaad geliso '0000', '9999' ama qaabka uu aqbalaayo software-kaagu.

## PART III – GROSS ANNUAL INCOME

Please refer to Part 5 (Section 8) Income and Asset Inclusions and Exclusions for guidance.

From the verification forms and source documentation obtained for each income source, enter the gross amount anticipated to be received for the twelve (12) months following the effective date of the certification.
Complete a separate line for each household member earning or receiving income. On each line, identify each household member with income by their corresponding number from PART II. Household Composition.

| | |
|---|---|
| **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. |
| **B.** | Enter the annual amount of Social Security, Supplemental Security Income, pensions, military retirement, etc. |
| **C.** | Enter the annual amount of income received from public assistance (i.e., TANF, general assistance, disability, etc.). |
| **D.** | Enter the annual amount of alimony, child support, unemployment benefits, or any other income regularly received by the household. |
| **E.** | Add the totals from columns (A) through (D), above. Enter this amount. |

*If there are more than four (4) income lines, use an additional sheet of paper to list the remaining income lines and attach it to the certification.*

## PART IV – INCOME FROM ASSETS

Complete **PART IVA** or **PART IVB** based on the verified value of the Non-necessary Personal Property (NNPP) Real Property, and Federal Tax Refunds/Credits.

## PART IVA – INCOME FROM ASSETS

When the total verified net cash value of the NNPP, Real Property, and Tax Refunds/Credits is less than or equal to the Imputed Income Limitation as adjusted, only the actual income from each asset (as verified) is considered income.

Enter the total of the verified actual income from all assets in (F).

From the *ASSET SELF-CERTIFICATION WORKSHEET,* enter value from either Part I, Line 7 *OR* Part II, Line 13.

## PART IVB – INCOME FROM ASSETS

From the third-party verification forms obtained from each asset source, list the gross amount anticipated to be received during the 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.

| | |
|---|---|
| **G.** | List the type of asset (i.e., checking account, savings account, etc.) |
| **H.** | Enter **C** for current, if the family currently owns or holds the asset; or,<br>Enter **D** for disposed, if the family has disposed of the asset for less than fair market value within two years of the effective date of (re)certification. |
| **I.** | Enter **NNPP** when the asset is categorized as Non-necessary Personal Property; or,<br>Enter **Real** when the asset is categorized as Real Property,<br>Enter **Tax Ref** when there has been a Federal Tax Refund or Federal Tax Credit received within a year of the TIC effective date.<br>*This is treated as a negative value when calculating the net cash value of the assets*. |
| **J.** | Enter the cash value of the respective asset. |
| **K.** | Enter **A** if asset income for that asset is actual income; or,<br>Enter **I** if asset income for that asset is imputed. |

## QAYBTA III – DAKHLIGA SANADLAHA AH EE GUUD

Fadlan eeg Qaybta 5 aad (Qaybta 8 aad) Dhaafitaanada iyo Ku darista Dakhliga iyo Hantida si aad u hesho hagid.

Laga soo bilaabo foomamka xaqiijinta iyo dukumiintiga ilaha ee laga helay il dakhli kasta, geli tirada guud ee la filaayo in la helo laba iyo tobanka (12) bilood ee ku xiga taariikhda dhaqangalka xaqiijinta.
U buuxi layn gooni ah xubin kasta oo qoyska ka tirsan oo dakhli helaya ama mushaar hela. Layn kasta, aqoonso xubin kasta oo katirsan qoyska oo hela dakhli ayadoo la barbardhiyaha lambarka QAYBTA II. Tirada Qoyska.

| | |
|---|---|
| **A.** | Geli cadadka sanadlaha ah ee mushaarka, mushaarada, lacagaha garashada ah, komishinada, gunnada, iyo dakhliga kale ee shaqada; faa'iido qaybsan iyo/ama dakhliga saafiga ah ee ganacsiga. |
| **B.** | Geli cadadka Sooshal Sekuuritiga, Dakhliga Damaanada Dheeraadka ah, hawlgabka, dheefaha hawlgabka milatariga, iwm. |
| **C.** | Geli cadadka dakhliga sanadlaha ah ee laga helo kaalmada dadweynaha (sida, TANF, kaalmada guud, dheefaha naafonimada, iwm.). |
| **D.** | Geli cadadka masruufka ilmaha, taageerada ilmaha, dheefaha shaqo la'aanta, ama dakhli kasta oo kale oo uu qoysku si joogto ah u helo. |
| **E.** | Ku dar lacagta guud ee Kolamka (A) ilaa (D), ee kore. Geli cadadkaan. |

*Haddii ay jiraan wax ka badan afar (4) khadadka dakhliga, isticmaal xaashi dheeraad ah si aad u qorto khadadka dakhliga ee soo haray oo ku lifaaq xaqiijinta.*

## QAYBTA IV – DAKHLIGA LAGA HELO HANTIDA

Buuxi **QAYBTA IVA** ama **QAYBTA IVB** iyadoo lagu salaynaayo qiimaha la xaqiijiyay ee Hantida Ma guurta ah ee Shaqsi ee aan Muhiimka ahayn (NNPP), iyo Soo celinta Canshuuraha Federaalka.

## QAYBTA IVa – DAKHLIGA LAGA HELO HANTIDA

Marka cadadka qiimaha saafiga ah ee lacagta caddaanka ah ee NNPP, Hantida Ma Guurta ah, iyo Soo celinta Canshuuraha/Credit-yada ay ka yar tahay ama la mid tahay Xadka Dakhliga la xisaabiyay ee wax laga badelay, kaliya dakhliga dhabta ah ee laga helo hanti kasta (sida la xaqiijiyay) ayaa loo tixgalinayaa dakhli.

Geli cadadka guud ee dakhliga dhabta ah ee laga helay dhammaan hantida (F).

Adoo ka bilaabaya *XAASHIDA Xaqiijinta Hantidaada, geli cadadka lacagta* midkood Qaybta I, Laynka 7 *AMA* Qaybta II, Laynka 13.

## QAYBTA IVb – DAKHLIGA LAGA HELO HANTIDA

Laga soo bilaabo foomamka xaqiijinta qolada saddexaad ee laga helay ilo kasta oo hanti, qor tirada guud ee la filaayo in la helo 12 ka billood ee laga bilaabo taariikhda dhaqangalka xaqiijinta. Ku qor lambarka xubnaha qoyska ee ku qoran Qaybta II oo u buuxi layn gooni ah xubin kasta.

| | |
|---|---|
| **G.** | Liis garee nooca hantida (tusaale ahaan, akoonka lacagta caddaanka ah, akoonka kaydka, iwm.) |
| **H.** | Geli **C** hadda, haddii qoysku hadda leeyahay ama haysto hantida; ama,<br>Geli **D** haddii la gadaayo, haddii qoysku iskaga gaday hantida wax ka yar qiimaha suuqa laba sano gudahooda laga bilaabo taariikhda dhaqangalka (dib) u xaqiijinta.<br>Geli **NNPP** marka hantida loo kala saaro sida Hanti Shaqsi oo aan lagama maarmaan ahayn; ama, |
| **I.** | Geli **Hanti Dhab ah** marka hantida loo kala saaro sida Hantida Dhabta ah,<br>Geli **Tixraaca Canshuurta** marka ay jirto Soo Celinta Canshuurta Federaalka ama Dhibcaha Canshuurta Federaalka ee la helay sannad gudihiis laga bilaabo taariikhda dhaqangalka ah ee TIC.<br>*Tani waxaa loola dhaqmaa sidii qiimo taban marka la xisaabinaayo qiimaha saafiga ah ee lacagta caddaanka ah ee hantida.* |
| **J.** | Geli cadadka lacagta caddaanka ah ee hantida laga hadlaayo. |
| **K.** | Geli **A** haddii dakhliga hantida ee hantidaas ay tahay hanti dhab ah; ama,<br>Geli **I** haddii dakhliga hantida ee hantidaas la qiimeeyo. |

| | |
|---|---|
| **L** | Enter the annual income from the asset (i.e., savings account balance multiplied by the annual interest rate). If actual income can be determined, use actual income. If actual income cannot be determined, calculate the imputed income for that asset instead using the current HUD-published passbook savings rate. |
| **M.** | Add the totals from column (L) |

## PART V – TOTAL HOUSEHOLD INCOME

Total household income is the amount of income from all sources and includes the values from **Part III. Annual Income** plus any income derived from assets under **Part IV. Assets.**

*If* **Part IVa. Income From Assets - Less Than or Equal to Imputed Income Limitation** was completed because the total net value from both Non-necessary Personal Property (NNPP) and Real Property has been verified as less than or equal to the Imputed Income Limitation as adjusted, *then*:

**Total Household Income = (E) + (F)**

*If* **Part IVb. Income From Assets – Greater Than Imputed Income Limitation** was completed because the total net value from both Non-necessary Personal Property (NNPP) and Real Property has been verified as greater than the Imputed Income Limitation as adjusted, *then*:

**Total Household Income = (E) + (M)**

## HOUSEHOLD CERTIFICATION & SIGNATURES

After all verifications of income and/or assets have been received and calculated, each household member age 18 or older, or emancipated, must sign and date the Tenant Income Certification. For move-in, it is recommended that the Tenant Income Certification be signed no earlier than TEN (10) days prior to the effective date of the certification.

## PART V I – DETERMINATION OF INCOME ELIGIBILITY

| | |
|---|---|
| **Total Annual Household Income from All Sources** | Annual anniversary of the Initial LIHTC Qualification Date |
| **Current Income Limit per Family Size** | Enter the Current Move-in Income Limit for the household size at the designated income limit for that unit. |
| **Household Income at Move-In** | For recertifications only. Enter the household income from the move-in certification. |
| **Household Size at Move-In** | For recertifications only. Enter the number of household members from the move-in certification |
| **Household Meets Income Restriction** | Check the appropriate box for the income restriction that the household meets according to what is required by the minimum set-aside(s) for the project, including the specific unit designation for Average Income Test Projects. |
| **Current Income Limit x 140%** | For recertifications only. Multiply the Current Maximum Move-in Income Limit by 140% (170% for Deep Rent Skewed) and enter the total. Below, indicate whether the household income exceeds that total. If the Gross Annual Income at recertification is greater than 140% (170% for Deep Rent Skewed) of the current income limit, then the available unit rule must be followed. For units designated at 50 percent or below in Average Income Test developments, use 60% limit for Current Income Limit. |

**L.** Geli dakhliga sanadlaha ah ee hantida (tusaale ahaan, haraadiga akoontada kaydka oo lagu dhufto heerka dulsaarka sanadlaha ah). Haddii dakhliga dhabta ah la go'aamin karo, isticmaal dakhliga dhabta ah. Haddii dakhliga dhabta ah aan la go'aamin karin, xisaabi dakhliga la xisaabiyay ee hantidaas adiga oo isticmaalaya qiimaha kaydka buugaagta ee HUD ay daabacday.

**M.** Ku dar cadadka guud ee kolamka (L)

## QAYBTA V – DAKHLIGA QOYSKA EE GUUD

Cadadka dakhliga qoysku waa cadadka dakhliga ilaha oo dhan waxaana ku jira cadadka lacagta **QAybta III. DAKHLIGA GUUD** oo lagu daray dakhli kasta oo laga soo saaray hantida hoos timaada **QAYBTA IV. HANTIDA.**

*Haddii* **QAYBTA IVA. DAKHLIGA LAGA SOO SAARO HANTIDA -WAX KA YAR AMA LA MID AH DAKHLIGA LASOO SAARAY Waa la dhammaystiray sababo la xariira** wadarta qiimaha saafiga ah ee Hantida Gaarka ah ee Aan Muhiimka ahayn (NNPP) iyo Hantida Dhabta ah ayaa la Ixaqiijiyay inay ka yar tahay ama la mid tahay Xadka Dakhliga la soo saaray ee wax laga badelay, *ka dib*:

**DAKHLIGA GUUD EE QOYSKA = (E) + (F)**

*Haddii* **QAYBTA IVB. DAKHLIGA LAGA HELO HANTIDA – XADDEYNTA DAKHLIGA LA SOO SAARAY EE KA WAYN** waa la dhammeystiray sababo la xariira wadarta qiimaha saafiga ah ee Hantida Shakhsi ee Aan Muhiimka ahayn (NNPP) iyo Hantida dhabta ah waxaa la xaqiijiyay inay ka weyn tahay Xadka Dakhliga La Soo Dajiyay sida wax laga badelay, *ka dibna*:

**DAKHLIGA GUUD EE QOYSKA = (E) + (M)**

## XAQIIJINTA QOYSKA IYO SAXIIXYADA

Kadib marka dhammaan xaqiijinada dakhliga iyo/ama hantida la helo oo la xisaabiyo, xubin kasta oo qoyska ka mid ah oo da'diisu tahay 18 sano ama ka weyn tahay, ama qof wayn noqday, waa in uu saxiixaa oo taariikhda ku qoraa Xaqiijiinta Dakhliga Kiraystaha. Usoo guuritaanka, waxaa lagu talinayaa in Xaqiijinta Dakhliga Kiraystaha la saxiixo ugu dambayn TOBAN (10) maalmood ka hor taariikhda dhaqan galka xaqiijinta.

## QAYBTA V I – GO'AAMINTA U QALMIDA DAKHLIGA

| | |
|---|---|
| **Dakhliga Qoyska ee guud ee Sanadlaha ah ee laga helo Ilaha Kala duwan** | Sanadguurada billoowga ee Taariikhda u-qalmitaanka LIHTC |
| **Xadidka Dakhliga ee Tirada Qoys Kasta** | Geli Xadidka Dakhliga Soo Guurista ee Hadda ee tirada qoyska xadka dakhliga loo qoondeeyey ee dhismahaas. |
| **Dakhliga guud ee Qoyska marka ay Soo-Guuriyaan** | Waxaa loogu talagalay xaqiijin oo kaliya. Geli dakhliga qoyska ee kujira xaqiijinta guuritaanka. |
| **Tirada Qoyska marka ay Soo Guuriyaan** | Waxaa loogu talagalay xaqiijin oo kaliya. Geli tirada xubnaha qoyska xaqiijinta guurista |
| **Qoysku waxay buuxiyaan xaddidaadda dakhliga** | Calaamadee bokiska ku habboon xaddidaadda dakhliga ee qoysku buuxiyo iyadoo loo eegayo waxa looga baahan yahay dhinac-yada cadadka ugu yar ee mashruuca, oo ay ku jiraan qoondaynta kharashka dhismaha gaarka ah ee Mashruucyada Tijaabada Dakhliga Celceliska ah. |
| **Xadidka Dakhliga Hadda x 140%** | Waxaa loogu talagalay xaqiijin oo kaliya. Ku dhufo Xadidka Dakhliga kan Dakhliga Guuritaanka ee ugu badan ee hadda socda 140% (170% ee Kirada Qoto dheer) oo geli cadadka guud. Hoos, ku muuji in dakhliga qoysku dhaafay cadadkaas iyo in kale. Haddii Dakhliga Guud ee Sannadlaha ah ee dib u-xaqiijinta uu ka weyn yahay 140% (170% ee kirada Guud) ee xadka dakhliga hadda, markaa sharciga dhismaha ee jira waa in la raaco. Dhismooyinka loo qoondeeyay 50 boqolkiiba ama ka hooseeya Tijaabada Dakhliga Celceliska horumarka, isticmaal xadka 60% ee Xadka Dakhliga Hadda. |

## PART VII – INCOME FROM ASSETS

| | |
|---|---|
| **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. If the owner pays all utilities, enter zero. |
| **Rental Assistance** | Enter the amount of rental assistance, if any. |
| **Other Non-Optional Mandatory Fees** | Enter the amount of non-optional / mandatory fees, 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/mandatory fees. Enter the total of Tenant Paid Rent + Utility Allowance + Other Non-Optional charges. Include Tenant Paid Rental Assistance received if the unit is also a HOME unit. |
| **Source of Rental Assistance** | Check whether the rental assistance is provided under a federal rental assistance program. If so, check the type of federal rental assistance in one of the boxes below. If the rental assistance is not provided under a federal rental assistance program, indicate the source of the assistance. |
| **Unit Meets Rent Restriction** | Check the appropriate rent restriction that the unit meets according to what is required by the minimum set-aside(s) for the project, including the specific unit designation for Average Income Test developments. |

## PART VIII– STUDENT STATUS

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.

## PART IX – PROGRAM TYPE

Mark the program(s) for which this household’s unit will be counted toward the property’s occupancy requirements. Under each program marked, indicate the household’s income status as established by this certification/recertification. If the property does not participate in the HOME Investment Partnerships (HOME) program, Tax-Exempt Housing Bond, Housing Trust Fund (HTF), or other housing program, leave those sections blank.

| | |
|---|---|
| **Housing Credit** | See Part VI above. |
| **HOME** | If the property receives financing from the HOME program and the unit this household will occupy will count toward the HOME program set-asides, mark the appropriate box indicting the household’s income designation for purposes of HOME. |
| **Rental Assistance** | Enter the amount of rental assistance, if any. |
| **Tax-Exempt Bond/ LIFT/Risk-Share/ Conduit** | If the property receives financing from tax-exempt Housing Bond program(s), mark the appropriate box indicating the household’s income designation for purposes of tax-exempt Housing Bond program(s), including LIFT, Elderly Bond, Risk-Share, and Conduit. |
| **National HTF** | If the property receives financing from HTF and this household’s unit will count towards the HTF set-aside requirements, mark the appropriate box indicting the household’s income designation for purposes of HTF. |
| **Other** | If the property participates in any other affordable housing program not otherwise indicated in this section, insert the name of the program and indicate the household’s Income Status as required by this program. Including HDGP, Trust fund, GHAP, Housing+, PSH. |

## QAYBTA VII – DAKHLIGA LAGA HELO HANTIDA

| | |
|---|---|
| **Kirada Kireystuhu Bixiyay** | Geli cadadka uu kireystuhu ku bixiyo kirada (kuma jiraan bixinta kaalmada kirada sida Qaybta 8 aad) |
| **Gunnada La Oggol yahay** | Geli gunnada korontada. Haddii mulkiiluhu bixiyo dhammaan kharashka korontada, geli ebar. |
| **Kaalmada Kirada** | Geli cadadka kaalmada kirada, haddii ay jiraan. |
| **Kharashka Kale ee Aan Qasabka ahayn** | Geli cadadka khidmadaha aan ikhtiyaarka ahayn/khasabka ah, sida kirada garaashka ee qasabka ah, sanduuqyada kaydka, kharashyada adeegyada ay bixiso laanta horumarku, iwm. |
| **Kirada Guud ee Dhismaha** | Geli cadadka guud ee kirada la bixiyay oo lagu daray gunnada tamarta iyo kharashyada kale ee aan ikhtiyaarka ahayn/khasab ah. Geli cadadka guud kirada Kireystaha Bixiyay + Gunnada Korontada + Kharashyada Kale ee Aan Ikhtiyaarka ahayn. Ku dar Kaalmada Kireystuhu Bixiyay ee uu helay haddii dhismuhu sidoo kale yahay dhisme GURI. |
| **Ilaha Kaalmada Kirada** | Hubi in kaalmada kirada lagu bixiyo barnaamijka kaalmada kirada ee federaalka. Haddii ay sidaas tahay, eeg nooca kaalmada kirada ee calaamadee hal bokis oo hoose. Haddii kaalmada kirada aan lagu bixin barnaamijka kaalmada kirada ee federaalka, tilmaan meesha caawimada laga keenay. |
| **Dhismuhu wuxuu buuxiyay Xadidka Kirada** | Calaamadee xadidka kirada ee muhiimka ah ee dhismuhu buuxiyay iyadoo loo eegayo waxa looga baahan yahay dhinac-yada cadadka ugu yar ee mashruuca, oo ay ku jiraan qoondaynta kharashka dhismaha gaarka ah ee Mashruucyada Tijaabada Dakhliga Celceliska ah. |

## QAYBTA VIII– XAALADA ARDAYGA

Haddii dhammaan xubnaha qoyska ay yihiin arday waqtiga buuxda dhigta dugsi, calaamadee “haa.” Haddii ugu yaraan miid kamid ah xubinta qoyska uusan ahayn arday dhigta dugsiga maalinta oo buuxda, calaamadee “maya.”

Haddii aad calaamadeyso “haa”, xadidka ku habboon waa in lagu qoraa bokiska midig. Haddii midna xadidka aysan khuseyn, qoysku uma qalmo kirada dhismaha.

## QAYBTA IX – NOOCA BARNAAMIJKA

Calaamadee barnaamijka(yada) ee dhismaha qoyskaan lagu tirin doono shuruudaha deganaanshaha guriga. Gudaha barnaamij kasta oo la calaamadeeyay, muuji heerka dakhliga qoyska sida lagu dejiyay xaqiijintaan/dib u xaqiijintaan. Haddii gurigu aanu ka qayb qaadan barnaamijka Iskaashatada Maalgelinta Guriga (HOME Investment Partnerships, HOME), gunnada Guriyeynta Cashuur-dhaafka ah, Sanduuqa Kabka Guriyeynta (Housing Trust Fund, HTF), ama barnaamij kale oo guriyeyn, ka tag qaybtaas oo faaruq ah.

| | |
|---|---|
| **Deynta Guriga** | Ee Qaybta VI ee kore. |
| **GURIGA** | Haddii gurigu uu ka helo maalgelinta barnaamijka Guriga iyo dhismaha qoyskaan uu qabsan doono waxaa lagu tiriyaa dhinaca barnaamijka GURIGA, calaamadee bokiska ku habboon ee tilmaamaya dakhliga qoyska ee ujeeddooyinka GURIGA. |
| **Kaalmada Kirada** | Geli cadadka kaalmada kirada, haddii ay jiraan. |
| **Gunnada laga reebo Canshuurta/LA QAADO/WADAAGA HALISTA/ MAALGELINTA YAR** | Haddii gurigu uu ka helo maalgelinta barnaamijka dammaanadda Guriyeynta ee cashuur-dhaafka leh, calaamadee bokiska ku habboon ee tilmaamaya dakhliga qoyska ee ujeeddooyinka barnaamijka(yada) gunnada guriyeynta ee cashuur-dhaafka leh, oo ay ku jiraan LIFT, gunnada waayeelka, Khatar-wadaaga, iyo maalgelinta yar. |
| **HTF-ka Qaran** | Haddii gurigu uu ka helo maalgelinta HTF ee dhismaha qoyskaan lagu tirin doono shuruudaha HTF, calaamadee bokiska ku habboon ee tilmaamaya qoondaynta dakhliga qoyska ee ujeedooyinka HTF. |
| **Mid kale** | Haddii gurigu ka qaybgalo barnaamij kasta oo kale oo guryeyn la awoodi karo oo aan si kale lagu sheegin qaybtaan, geli magaca barnaamijka oo muuji heerka dakhliga qoyska ayadoo u maraya qaabka uu rabo barnaamijkaan. Oo ay kujiraan HDGP, maalgelinta Trust, GHAP, Housing+, PSH. |

## SIGNATURE OF OWNER / REPRESENTATIVE

It is the responsibility of the owner or the owner's representative to sign and date this document immediately following the completion of the TIC and the adult household members have signed and dated no later than the effective date of the TIC. Move-in certifications should be signed no earlier than 10 days prior to the effective date of the certification. Documenting and determining eligibility (including completing and signing the TIC) and ensuring such documentation is safely and securely maintained in the tenant file is extremely important and should be conducted by someone well trained in program compliance. Acquisition/Rehab certifications for in-place residents require the TIC to be completed and signed within 120 days before/after the date of acquisition (aka Placed in Service (PIS) date of the building/s).

These instructions should not be considered a complete guide on tax credit & other programs compliance. The responsibility for compliance with federal and state program regulations lies with the owner of the property/building(s) for which the credit or other funding is allowable.

## PUBLIC BURDEN STATEMENT

Public reporting burden for this collection of information is estimated to average 4 hours for each response. This includes the time for collecting, reviewing and reporting data. The information will be used to measure the number of units of housing financed with the Low-Income Housing Tax Credit (LIHTC) that are produced each year. The information will also be used to analyze the characteristics of these housing units and will be released to the public

## SAXIIXA MULKIILAHA / WAKIILKA

Waa mas'uuliyada saaran mulkiilaha ama wakiilka mulkiilaha inuu saxiixo oo taariikhda ku qoro dukumiintigaan isla markiiba ka dib dhammaystirka TIC iyo xubnaha qoyska ee qaangaarka ah ay saxiixeen oo ayna taariikhda ku qoraan ugu dambayn taariikhda dhaqangalka TIC. Xaqiijintada guuritaanka waa in la saxiixaa ugu dambayn 10 maalmood ka hor taariikhda dhaqangalka ah ee xaqiijinta. Diiwaangelinta iyo go'aaminta u-qalmitaanka (oo ay ku jiraan dhammeystirka iyo saxiixa TIC) iyo hubinta in dukumiintiyada noocaas ah si badbaado leh oo ammaan ah loogu hayo faylka kiraystaha aad ayay muhiim u tahay waana inuu hawshaas qabto qof si fiican ugu tababbaran u hoggaansamaya barnaamijka. Xaqiijinada soo iibsiga/dib u-habaynta ee dadka degan goobta waxay u baahan yihiin in TIC la dhamaystiro oo la saxiixo 120 maalmood ka hor/ka dib taariikhda iibka (loo yaqaan Adeegga La Meeleeyay (Placed in Service, PIS) taariikhda dhismaha/yada).

Tilmaamahaan waa inaan loo tixgeliyaa inay yihiin hage dhammaystiran oo ku saabsan gunnada iyo u hoggaansanaanta barnaamijyada kale. Mas'uuliyadda u hoggaansanaanta sharciyada barnaamijka federaalka iyo kan gobolka waxay saaran tahay mulkiilaha hantida/dhismaha(yada) ee deynta ama maalgelinta kale loo oggol yahay.

## BAYAANKA SAAMEYNTA DADWAYNAHA

Culayska warbixinta dadwaynaha ee xog uruurintaan ayaa lagu qiyaasay celcelis ahaan 4 saacadood jawaab kasta. Tan waxa ku jira wakhtiga uruurinta, dib u eegista iyo ka warbixinta xogta. Macluumaadka waxaa loo isticmaali doonaa in lagu cabbiro tirada guryaha ee lagu maalgeliyo Canshuurta Guryaha Dakhliga Hoose (Low-Income Housing Tax Credit, LIHTC) ee la soo saaro sannad kasta. Macluumaadka waxaa sidoo kale loo isticmaali doonaa in lagu falanqeeyo astaamaha guryahaan waxaana lala wadaagi doonaa dadweynaha

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