

**INCOME CERTIFICATION QUESTIONNAIRE for HOME/CDBG/CDBG-D Programs**  
 (\*NOTE: A separate questionnaire must be completed by each adult member of the household)

|   |  |
|---|--|
| NAME: _____   | TELEPHONE NUMBER:<br>( ) _____                 |
| <input type="checkbox"/> <b>Initial Certification</b> | Award # _____                                  |
| <input type="checkbox"/> <b>Re-certification</b>      | Unit # _____                                   |
| <input type="checkbox"/> <b>Other</b>                 |  |
| Total # Household Members _____                       | # Adults (18 and older) _____ # Children _____ |

**RENTAL ASSISTANCE (only for rental projects)**

|            |           |   |   |
|------------|-----------|---|---|
| <b>YES</b> | <b>NO</b> | I receive Section 8 rental assistance. If yes, list the housing authority below.<br>_____ | Amount of monthly rental assistance<br>\$ _____ |
|------------|-----------|---|---|

**INCOME INFORMATION**

| <b>YES</b>               | <b>NO</b>                |  | <b>MONTHLY GROSS INCOME</b>                       |
|--------------------------|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | I am self employed. (List nature of self employment)<br>_____  | (use <u>net</u> income from business)<br>\$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | I have a job and receive wages, salary, overtime pay, commissions, fees, tips, bonuses, and/or other compensation: List the businesses and/or companies that pay you:<br><br><div style="text-align: center;"> <u>Name of Employer</u><br/>           1) _____ \$ _____<br/>           2) _____ \$ _____<br/>           3) _____ \$ _____         </div> |   |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive cash contributions of gifts including rent or utility payments, on an ongoing basis from persons not living with me.   | \$ _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive unemployment benefits.   | \$ _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive Veteran's Administration, GI Bill, or National Guard/Military benefits/income.   | \$ _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive periodic social security payments.   | \$ _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | The household receives <u>unearned</u> income from family members age 17 or under (example: Social Security, Trust Fund disbursements, etc.).  | \$ _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive Supplemental Security Income (SSI).  | \$ _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive disability or death benefits other than Social Security.   | \$ _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive Public Assistance Income (examples: TANF, AFDC)<br><b>DO NOT INCLUDE FOOD STAMPS</b>   | \$ _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I am entitled to receive child support payments.   | \$ _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I am currently receiving child support payments.<br>If yes, from how many persons do you receive support? _____  | \$ _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I am currently making efforts to collect child support owed to me. List efforts being made to collect child support:<br>_____<br>_____   |   |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive alimony/spousal maintenance payments   | \$ _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive periodic payments from trusts, annuities, inheritance, retirement funds or pensions, insurance policies, or lottery winnings.<br>If yes, list sources:<br>1) _____   | \$ _____  |

|                          |  |  |
|--------------------------|--|--|
|                          | 2) _____   | \$ _____                                   |
| <input type="checkbox"/> | <input type="checkbox"/> I receive income from real or personal property.  | (use <u>net</u> earned income)<br>\$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> I receive student financial assistance (grants, scholarships, etc.) not including loans<br>*NOTE: Count as income only if household receives Section 8 rental assistance. | \$ _____ per semester                      |

**ASSET INFORMATION**

| YES                      | NO                       |   | INTEREST RATE              | CASH VALUE                       |
|--------------------------|--------------------------|---|----------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | I have a checking account(s).<br>If yes, list bank(s)<br>1) _____<br>2) _____   | _____%<br>_____%           | \$ _____<br>\$ _____             |
| <input type="checkbox"/> | <input type="checkbox"/> | I have a savings account(s)<br>If yes, list bank(s)<br>1) _____<br>2) _____   | _____%<br>_____%           | \$ _____<br>\$ _____             |
| <input type="checkbox"/> | <input type="checkbox"/> | I have a revocable trust(s)<br>If yes, list bank(s)<br>1) _____   | _____%                     | \$ _____                         |
| <input type="checkbox"/> | <input type="checkbox"/> | I own real estate.<br>If yes, provide description:<br>_____   |                            | \$ _____                         |
| <input type="checkbox"/> | <input type="checkbox"/> | I own stocks, bonds, or Treasury Bills<br>If yes, list sources/bank names<br>1) _____<br>2) _____<br>3) _____   | _____%<br>_____%<br>_____% | \$ _____<br>\$ _____<br>\$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | I have Certificates of Deposit (CD) or Money Market Account(s).<br>If yes, list sources/bank names<br>1) _____<br>2) _____<br>3) _____  | _____%<br>_____%<br>_____% | \$ _____<br>\$ _____<br>\$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | I have an IRA/Lump Sum Pension/Keogh Account/401K.<br>If yes, list bank(s)<br>1) _____<br>2) _____  | _____%<br>_____%           | \$ _____<br>\$ _____             |
| <input type="checkbox"/> | <input type="checkbox"/> | I have a whole life insurance policy.<br>If yes, name of insurance company _____<br>If yes, how many policies _____   |                            | \$ _____                         |
| <input type="checkbox"/> | <input type="checkbox"/> | I have cash on hand.  |                            | \$ _____                         |
| <input type="checkbox"/> | <input type="checkbox"/> | I have disposed of assets (i.e. gave away money/assets) for less than the fair market value in the past 2 years.<br>If yes, list items and date disposed:<br>1) _____<br>2) _____ |                            | \$ _____<br>\$ _____             |
| <input type="checkbox"/> | <input type="checkbox"/> | I have income from assets or sources other than those listed above.<br>If yes, list type below:<br>1) _____<br>2) _____   | _____%<br>_____%           | \$ _____<br>\$ _____             |

UNDER PENALTIES OF PERJURY, I CERTIFY THAT THE INFORMATION PRESENTED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. THE UNDERSIGNED FURTHER UNDERSTANDS THAT PROVIDING FALSE REPRESENTATIONS HEREIN CONSTITUTES AN ACT OF FRAUD. FALSE, MISLEADING OR INCOMPLETE INFORMATION WILL RESULT IN THE DENIAL OF APPLICATION OR TERMINATION OF THE LEASE AGREEMENT.

\_\_\_\_\_  
PRINTED NAME OF APPLICANT/TENANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT/TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESSED BY (SIGNATURE OF OWNER/REPRESENTATIVE)

\_\_\_\_\_  
DATE



We encourage and support the nation's affirmative housing program in which there are no barriers to obtaining housing because of race, color, religion, sex, national origin, handicap or familial status.

