


Effective Date: _____
Move-in Date: _____
(MM-DD-YYYY)



CHFA TENANT INCOME CERTIFICATION BUILD FOR CT PROGRAM

- Initial Certification
 Recertification

PART I - DEVELOPMENT DATA

Property Name: _____
Address: _____ City: _____ Zip: _____
Unit Number: _____ # Bedrooms: _____ Square Footage: _____ Rent: _____

PART II - HOUSEHOLD COMPOSITION

Household Member #	Last Name	First Name	Middle Initial	Date of Birth (MM/DD/YY)
1				
2				
3				
4				
5				
6				
7				

PART III - ANNUAL INCOME

Household Member #	Total Income - As reported on Line 9 of most recent Federal Tax Return
TOTALS	\$

HOUSEHOLD CERTIFICATION & SIGNATURES

The information on this form will be used to determine maximum income eligibility. I/We have provided for each person(s) set forth in Part II acceptable verification of annual income. I/We agree to notify the landlord immediately upon any member of the household moving out of the unit or any new member moving in.

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 Build for CT Program and the Declaration of Land Use Restrictive Covenants to live in a unit in this Project.

- Schedule of Initial Rent & Income Schedule and current Build for CT Rent and Income Calculator attached, indicating applicable Unit Size and AMI Band.

SIGNATURE OF OWNER/REPRESENTATIVE _____
DATE

**INSTRUCTIONS FOR COMPLETING CHFA TENANT
INCOME CERTIFICATION
BUILD FOR CT PROGRAM**

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).

Effective Date	Enter the effective date of the certification. For move-in, this should be the move-in date. For annual recertification, this effective date should be no later than one year from the effective date of the previous (re)certification.
Move-in Date	Enter the date the tenant has or will take occupancy of the unit.
Property Name	Enter the name of the development.
Address	Enter the street address, city and zip code of the building.
Unit Number	Enter the unit number.
# Bedrooms	Enter the number of bedrooms in the unit.
Square Footage	Enter the square footage of the unit.
Rent	Enter current rent for the unit.

Part II - Household Composition

List all occupants of the unit. State each household name and birth date.

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.

Part III - Annual Income

From the third-party verification forms obtained from each income source, enter the gross amount anticipated to be received for the 12 months from the effective date of the (re)certification. Complete a separate line for each income-earning member. List the respective household member number from Part II.

First Column	Enter the Household Member number from Part II.
Second Column	Enter the Total Income from each household member's most recent tax return (Line 9) This documentation must be maintained in the tenant file.
TOTALS	Total the Annual Income of the Household.

HOUSEHOLD CERTIFICATION AND SIGNATURES

After all verifications of income have been received and calculated, each household member age 18 or older must sign and date the Tenant Income Certification. For move-in, it is recommended that the Tenant Income Certification be signed no earlier than 5 days prior to the effective date of the certification.

SIGNATURE OF OWNER/REPRESENTATIVE

It is the responsibility of the owner or the owner's representative to sign and date this document immediately following execution by the resident(s).

The responsibility of documenting and determining eligibility (including completing and signing the Tenant Income Certification form) and ensuring such documentation is kept in the tenant file is extremely important. Files may be periodically audited by CHFA or a representative.