

DETERMINING ELIGIBILITY FOR THE LIHTC PROGRAM

Agenda & Contents

Overview & Resources: Federal, State, Local

Household Size & Limits: Composition, Income & Rent Limits

Student Status

Application & Interview: Verification Tips

Employment Income: Third Party, Pay Stubs, YTD, Tips, Raises

Seasonal & Per Diem Workers

Zero Income and Other Types of Income

Assets: Checking, Savings, Cash, Life Insurance, Retirement, Real Estate, other

Increases in Income: Acceptable and Tenant Fraud

VAWA: Violence Against Women Act

Forms

IRS Form 8823

Tenant Income Certification

Tenant Income Self-Certification

Marital Status Affidavit

LIHTC Certification of Student Eligibility

Clarification Memo

Employment Verification

Tip/Gratuity Income Affidavit

Seasonal Worker Affidavit

School Employee Affidavit

Seasonal Worker Supplemental Affidavit – Schedule of Seasons

Unemployed Status Affidavit

Certification of Zero Income

Self-Employment Income Affidavit

Under \$5,000 Asset Certification

Verification of Real Estate

Real Estate Asset Worksheet

Calendars