

CERTIFICATION WORKSHEET

Name		Unit	
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Income Calculations: Multiply the rate by the appropriate number to equal the Anticipated Annual Income. Factor overtime pay, pay increases, and other employment compensation separately. **Do not use the total annual income multiplied by one.** The intent of this sheet is to show **detailed** calculations that support the amounts listed on tenant certification.

Household Member	Income Source	Rate		Hrs		Period (12,24,26,52)		Anticipated Annual Income
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$

Sum Total from Anticipated Annual Income Column \$ _____

LINE A

Asset Calculations: Factor appropriate amounts as needed. Current value for all assets except checking, which uses a six-month average balance.

Type of Account	Source / Account Number	Balance Cash Value Or Share Value		% Rate or Dividend		Period		Actual (b)	If total assets > \$50K and no actual income impute x .40% (c)
			X		X		=	\$	\$
			X		X		=	\$	\$
			X		X		=	\$	\$
			X		X		=	\$	\$
			X		X		=	\$	\$
			X		X		=	\$	\$
			X		X		=	\$	\$
			X		X		=	\$	\$
			X		X		=	\$	\$
			X		X		=	\$	\$

Sum Total of Columns (b) and (c)							=		
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When the Net Family Asset aggregate exceeds \$50,000 you must include “actual” income on verifiable accounts and “impute” income for all remaining assets where “actual” cannot be verified and combine both amounts. Calculate (line C) or the Imputed Income Amount (Line D).

Enter combined values from (b) and (c)	=	\$
		LINE D

TOTAL ANNUAL INCOME

\$	+		=	\$
LINE A		LINE D		GROSS ANNUAL INCOME