

**INSTRUCTIONS FOR COMPLETING
ANNUAL ELIGIBILITY CERTIFICATION**

Parts II, III, and V must be completed by the household and not auto-generated or completed by staff. Failure to comply will result in a finding of noncompliance. Parts I and IV are to be completed by property staff.

PART I: DEVELOPMENT DATA

Property Name	Enter the name of the development.
TDHCA #	Enter the assigned Program and CMTS ID Numbers.
County	Enter the county (or equivalent) in which the building is located.
Unit Number	Enter the unit number.
BIN #	Enter the Building Identification Number (BIN) assigned to the building (from IRS Form 8609).
# Bedrooms	Enter the number of bedrooms in the unit.
Effective Date	In general, the effective date should be the anniversary of the original move-in date. The tenant must execute the certification no more than 120 days prior to the effective date, regardless of when the tenant signs the certification.
Move-in Date	Enter the date the tenant took occupancy of the unit.

PART II: HOUSEHOLD COMPOSITION

List all occupants of the unit: Include the student status, sex, date of birth, ethnicity, race, elderly, and disabled status.

State each household member's relationship to the head of household by using one of the following coded definitions:

H	-	Head of Household	S	-	Spouse
A	-	Adult co-tenant	O	-	Other family member
C	-	Child	F	-	Foster child(ren)/adult(s)
L	-	Live-in caretaker			

If there are more than six occupants, use an additional sheet of paper to list the remaining household members and attach it to the certification.

PART III: STUDENT STATUS (HTC, TCAP, Exchange and Bond ONLY)

Check **A**, **B**, or **C**, as applicable. If **A** is checked, no further information is needed. If **B** is checked, list the name(s) of the occupant(s) who are part time student(s) and provide documentation of part time student status for at least one member of the household. If **C** is checked, questions 1-5 must be completed. If none of the exemptions apply, the household is ineligible to rent the unit.

A full time student is defined as one who attends an educational institution full time for any part of 5 months in a calendar year (the five calendar months need not be consecutive). Full time is determined by the school the student attends.

PART IV: RENT

If the source of the Rental Assistance is Federal, check "yes," otherwise, check "no".

For households that receive Federal Rental Assistance, select the type of assistance from the listed options. If the correct type of Federal Rental Assistance is not listed, check "Other Federal Rental Assistance" and list the type of rental assistance.

PART V: HOUSEHOLD CERTIFICATION & SIGNATURE(S)

Each household member age 18 or older must sign and date the Annual Eligibility Certification.