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 Number.
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: 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
A - Adult co-tenant
C - Child
L - Live-in caretaker
S - Spouse
O - Other family member
F - Foster child(ren)/adult(s)
N - None of the above

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

If all household members are full time* students, check “yes.” If at least one household member is not a full time student, check “no.”

If “yes” is checked, the appropriate exemption must be listed in the box to the right and appropriate documentation obtained to support the exemption elected. If none of the exemptions apply, the household is ineligible to rent the unit. *Full time as determined by the academic institution.

PART IV: RENT

If the household receives Rental Assistance, check “yes.” If the household does not receive rental assistance, check “no.”

If the source of the Rental assistance is Federal, check “yes,” otherwise, check “no” and list the source of the assistance.

For households which are receiving Federal rental assistance, select the type of Federal Rental Assistance from the listed options. If the correct type of Federal Rental Assistance is not listed, check “Other Federal Rental” 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.