

INCOME CERTIFICATION QUESTIONNAIRE

(*NOTE: A separate questionnaire must be completed by each adult member of the household)

NAME: _____

☐ Initial Certification ☐ Recertification ☐ Addition of Household Member

RENTAL ASSISTANCE

YES NO

1. ☐	☐	I receive Section 8 Housing Choice Voucher rental assistance. If yes, list the housing authority below. Housing Authority Name _____	Note: This is not counted as household income.
2. ☐	☐	I receive another form of federal or state rental assistance (not Section 8). If yes, list the housing authority or entity that provides the rental assistance below. Program Name _____ Organization providing rental assistance _____	Note: This is not counted as household income.

INCOME INFORMATION

Include all income sources, including unearned income of minors.

YES NO

MONTHLY GROSS INCOME

3. ☐	☐	I am self-employed. (List nature of self-employment). This includes but is not limited to: 1099-contractors, rideshare companies (e.g., Uber, Lyft), app-based delivery services (e.g., DoorDash, Grubhub, Shipt, etc.), other gig economy jobs, multi-level marketing companies (e.g., Mary Kay, Total Life Changes, Avon, etc.), social media income (e.g., YouTube, TikTok, etc.), etc. List types: 1) _____ 2) _____	(Use <u>net</u> income from business) \$ _____ \$ _____
4. ☐	☐	I have a job and receive the following types of pay. Include income earned as a seasonal worker or day laborer. Check all that apply: ☐ Wages ☐ Salary ☐ Overtime pay ☐ Commissions ☐ Tips (reported) ☐ Cash tips (not reported or disclosed) ☐ Bonuses ☐ Other compensation List the businesses and/or companies that pay you: <u>Name of Employer</u> 1) _____ 2) _____	\$ _____ \$ _____



YES NO

MONTHLY GROSS INCOME

5. ☐ ☐	I receive recurring cash contributions or gifts from persons not living with me, including but not limited to payments for rent, utilities, cell phone, transportation, etc. *Do not count birthday or holiday gifts or nonmonetary items received from a food bank or similar organization. <u>Name of Person Providing Contribution</u> 1) _____ 2) _____	\$ _____ \$ _____
6. ☐ ☐	I receive unemployment benefits.	\$ _____
7. ☐ ☐	I receive Veteran's Administration, GI Bill, or National Guard/Military benefits/income.	\$ _____
8. ☐ ☐	I receive periodic Social Security, Supplemental Social Security Income (SSI), or Social Security Disability Insurance (SSDI) payments	\$ _____
9. ☐ ☐	The household receives <u>unearned</u> income from family members age 17 or under (example: Social Security, Trust Fund disbursements, etc.).	\$ _____
10. ☐ ☐	I receive disability or death benefits other than Social Security.	\$ _____
11. ☐ ☐	I receive periodic payment from lottery winnings.	\$ _____
12. ☐ ☐	I receive Public Assistance Income (examples: TANF) DO NOT INCLUDE FOOD STAMPS / SNAP BENEFITS	\$ _____
13. ☐ ☐	I receive child support payments through court order or other agreement. If yes, from how many persons do you receive support? _____	(amount received) \$ _____ \$ _____ \$ _____
14. ☐ ☐	I receive alimony/spousal maintenance payments	\$ _____ (amount received)
15. ☐ ☐	I receive periodic payments from trusts, annuities, inheritance, retirement funds or pensions, insurance policies, or similar periodic payments or disbursements. If yes, list sources: 1) _____ 2) _____	\$ _____ \$ _____
16. ☐ ☐	I receive income from real or personal property.	(Use <u>net</u> earned income) \$ _____



YES ☐ NO ☐	I receive student financial assistance (Federal Pell Grants, Teach Grants, Federal Perkins Loans, other grants, scholarships, etc.).	\$ _____ per semester
18. ☐ ☐	I am claiming zero income and will be required to complete a separate zero income certification form if my entire household is claiming zero income	

ASSET INFORMATION

Include all asset sources, including assets of minors.

YES ☐ NO ☐		INTEREST RATE	CASH VALUE
19. ☐ ☐	I have a checking account(s). # Of accounts held _____ If yes, list bank(s) 1) _____ 2) _____ 3) _____	_____ % _____ % _____ %	CURRENT BALANCE \$ _____ \$ _____ \$ _____
20. ☐ ☐	I have a savings account(s). # Of accounts held _____ If yes, list bank(s) 1) _____ 2) _____ 3) _____	_____ % _____ % _____ %	CURRENT BALANCE \$ _____ \$ _____ \$ _____
21. ☐ ☐	I have a Health Savings Account(s). # Of accounts held _____ If yes, list bank(s) 1) _____ 2) _____ 3) _____	_____ % _____ % _____ %	CURRENT BALANCE \$ _____ \$ _____ \$ _____
22. ☐ ☐	I have a digital wallet service(s) (e.g., Apple Pay / Apple Cash, Cash App, PayPal, Venmo, etc.) # Of accounts held _____ If yes, list services(s) 1) _____ 2) _____ 3) _____	_____ % _____ % _____ %	CURRENT BALANCE \$ _____ \$ _____ \$ _____
23. ☐ ☐	I have a pay card for direct deposit of benefits or prepaid debit card(s). # Of cards held _____ 1) _____ 2) _____ 3) _____		CURRENT BALANCE \$ _____ \$ _____ \$ _____



YES NO		INTEREST RATE	CASH VALUE
24. ☐ ☐	I have a café/meal card for my place of employment # Of cards held _____ 1) _____ 2) _____ 3) _____		CURRENT BALANCE \$ _____ \$ _____ \$ _____
25. ☐ ☐	I have a revocable trust(s) If yes, list bank _____	_____ %	\$ _____
26. ☐ ☐	I own real estate If yes, provide description: _____ I intend to: ☐ Keep ☐ Sell ☐ Rent ☐ Give Away ☐ Foreclose		\$ _____
27. ☐ ☐	I own stocks, bonds, or Treasury Bills If yes, list sources/bank names 1) _____ 2) _____ 3) _____	_____ % _____ % _____ %	\$ _____ \$ _____ \$ _____
28. ☐ ☐	I hold cryptocurrency/digital currency (e.g., Bitcoin, Dogecoin, Ethereum, etc.) If yes, list currency types 1) _____ 2) _____ 3) _____	_____ % _____ % _____ %	\$ _____ \$ _____ \$ _____
29. ☐ ☐	I have Certificates of Deposit (CD) or Money Market Account(s). # Of accounts held _____ If yes, list sources/bank names 1) _____ 2) _____ 3) _____	_____ % _____ % _____ %	\$ _____ \$ _____ \$ _____
30. ☐ ☐	I have a whole life insurance policy. If yes, name of insurance company _____ If yes, how many policies _____		\$ _____
31. ☐ ☐	I have cash on hand.		\$ _____
32. ☐ ☐	I have received lottery winnings or other lump sum payments paid in one payment (not recurring periodic payments).		\$ _____



YES NO		INTEREST RATE	CASH VALUE
33. ☐ ☐	I have disposed of assets (i.e., gave away money/assets) for less than fair market value in the past 2 years. If yes, list items and date disposed: 1) _____ 2) _____		\$ _____ \$ _____
34. ☐ ☐	I have a safe deposit box at a financial institution. Name of institution: _____ Contents: _____ _____ _____		\$ _____
35. ☐ ☐	I receive payments through a crowdfunding platform (e.g., GoFundMe)		CURRENT BALANCE \$ _____
36. ☐ ☐	I have other non-necessary personal property, including but not limited to, recreational vehicles or boats not needed for day-to-day transportation, expensive jewelry without religious or cultural value or which does not hold family significance, collectibles such as coins or stamps, equipment or machinery that is not used to generate income for a business, or items such as gems/precious metals, antiques, artwork etc. Do not include necessary personal property such as, but not necessarily limited to, vehicles relied on for transportation, furniture, carpets, linens, kitchenware, common appliances, common electronics, clothing, personal effects that are not luxury items such as toys or books, wedding and engagement rings, jewelry used in religious/cultural ceremonies, medical equipment and supplies, health care-related supplies, musical instruments used by the family, personal computers or tablets, phones, professional tools of trade, educational materials, equipment to accommodate persons with disabilities, or exercise equipment If yes, list type below: 1) _____ 2) _____ 3) _____		\$ _____ \$ _____ \$ _____
37. ☐ ☐	I received a federal tax refund or refundable tax credit in the past 12 months.		AMOUNT RECEIVED \$ _____

UNDER PENALTIES OF PERJURY, I CERTIFY THAT THE INFORMATION PRESENTED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. THE UNDERSIGNED FURTHER UNDERSTANDS THAT PROVIDING FALSE REPRESENTATIONS HEREIN CONSTITUTES AN ACT OF FRAUD. FALSE, MISLEADING, OR INCOMPLETE INFORMATION WILL RESULT IN THE DENIAL OF APPLICATION OR TERMINATION OF THE LEASE AGREEMENT.

PRINTED NAME OF APPLICANT/TENANT

SIGNATURE OF APPLICANT/TENANT

DATE

