Income Certification

Housing and Community Development Division

Housing Assistance Program

Income Certification

Income Documentation

Income documentation being provided must demonstrate either annual income or current monthly income. You do not need to provide information for both categories. If you choose to certify your current monthly income you must provide documentation of all income from the previous two months, and you will have to resubmit income documentation should you apply for additional HAP assistance in the future. If you choose to certify your annual “income” you will not have to recertify your income on future applications for assistance. **If you have not earned any income or are unable to provide documentation please indicate below**

<table>
<thead>
<tr>
<th>I choose to certify my income using my</th>
<th>Annual income</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current monthly income</td>
<td>☐</td>
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</tbody>
</table>

Annual Income Documentation Provided:

- All 2020 W-2 statements ☐
- Social Security Income ☐
- Periodic allowances such as alimony or child support ☐
- Other income as outlined in 24 CFR 5.609 ☐

Monthly Income Documentation Provided:

- Two month paystubs ☐
- Two months unemployment insurance statements ☐
- Two months statements for alimony or child support ☐
- Two months of other income as defined in 24 CFR 5.609 ☐

* I, nor anyone in the household, has earned any income in the last 2 months or in calendar year 2020 ☐
* I, nor anyone in the household, is able to provide income documentation (separate explanation required) ☐

APPLICATION CERTIFICATION: I certify that this information is complete and accurate and that it is being collected to determine if I am eligible to receive rental assistance.

___________________________  ___________
HEAD OF HOUSEHOLD SIGNATURE  DATE

Update 2/1/21
** To be completed by HAP Case Workers**

According to supporting documentation the applicant’s annual income is  

The applicant’s AMI level is