



City of Spokane
 Community Housing and
 Human Services Dept.
 808 W. Spokane Falls Blvd
 Spokane, WA 99201-3339
 (509) 625-6325

TENANT INCOME VERIFICATION

To be completed by Owner/Manager for each HOME unit at tenant Initial Occupation and when Re-verification is required.

Prior to first occupancy, tenants of HOME assisted units must have completed and signed the Income Verification Form as evidence of qualification for the program. Attach documentation to support the household income (i.e. award letters from SSI, SSA, child support, unemployment benefits, and copies of paycheck stubs and/or W2 forms.) All sections must be completed. If an item is not applicable, denote as N/A.

Project Name: _____

1 Lease Holder and Building Information

Type of Verification for Lease Holder/Tenant: Initial Verification _____ 6 year Re-verification _____

Name of Lease Holder/Tenant: _____

Unit: _____ Monthly Rent: _____ List Tenant Paid Utilities: _____

Move-in Date: _____ Move-out Date: _____ No. Bedrooms: _____

2 Household Member Information

Single Parent Household? (yes/no) Disabled Family Member? (yes/no) Total persons in household: _____

List all occupants of the unit starting with the head of household.

| Member # | First Name | Last Name | Age | Sex | Special Needs |
|----------|------------|-----------|-----|-----|---------------|
| 1 - HH | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |

3 Household Gross Annual Income and Assets

List all sources of incomes for all occupants of the unit starting with the head of household.

| Member # | Job(s) | Public Aid | SSI | Child Support | Income From Assets* | Other |
|----------|--------|------------|-----|---------------|---------------------|-------|
| 1 - HH | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| Totals | \$ | \$ | \$ | \$ | \$ | \$ |

Revised 1/2013. Previous editions are obsolete.



*Identify the Type of Assets (i.e. checking/savings account, stocks, bonds, etc.)

Total Annual Household Income from all sources: _____

4 Determination of Household Eligibility

Use current HUD Rent and Income Tables or:

$$\frac{\text{Total annual household income}}{\text{Current 100\% AMI for total \# people in household}} \times 100 = \% \text{ AMI} =$$

The household qualifies for which income limit? (Check one)

Extremely Low-Income (30% AMI) ___ Very Low-Income (50% AMI) ___

Greater than 50% of Area Median Income ___ (Notify Community Development)

Does the household match the approved unit income limits for this project? Yes ___ No ___

5 Tenant Ethnicity and Race Voluntary reporting for statistical purposes only. Complete both sections.

Ethnicity: Hispanic or Latino ethnicity? ___ Yes ___ No

Race: Please select one or more applicable race categories:

- | | |
|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Native Hawaiian/Other Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black/African American & White |
| <input type="checkbox"/> Asian & White | <input type="checkbox"/> American Indian/Alaskan Native & Black/African American |
| <input type="checkbox"/> Other | |

6 Certification by all Parties

I hereby certify, under penalty of perjury, that the above information is true and correct as of this date. I agree to provide source documentation upon request.

Signature of Head of Household and Date

Signature of Owner/Manager and Date

