



TENANT INCOME AND RENT CERTIFICATION FORM (HCD)

AFFORDABLE UNIT ADDRESS: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_ IS OWNER LIVING ON SITE?  Yes  No

OWNER EMAIL: \_\_\_\_\_ (Required) OWNER PHONE #: \_\_\_\_\_ (Required)

TYPE OF UNIT:  ADU  INC(A)  Single Family UNIT SIZE:  studio OR # \_\_\_\_\_ Br \_\_\_\_\_ Ba

IS THIS UNIT BEING RENTED?  Yes (if yes, please complete this form)  No (if no, please sign owner certification on pg. 2)

RENTAL RATE: \$ \_\_\_\_\_ per month \_\_\_\_\_ % AMI (30%, 50%, 80% Area Median Income)

Check all tenant-paid utilities:  Gas/Electric  Water  Sewer  Trash

Same tenant as previous year?  Yes  No

HOUSEHOLD COMPOSITION

Table with 4 columns: Full Name, Relationship to Head of Household, Date of Birth. Row 1: HEAD

SOURCE DOCUMENTATION (Check applicable and include with this form)

- Tax Return  Social Security/Supplementary Income
 Pay Stubs (3 months)  Unemployment or Public Assistance

- W2  Social Security/Supplementary Income  Profit/Loss Statement - Self Employment (6 recent months)
 Pay Stubs (3 recent months)  Unemployment or Public Assistance

GROSS ANNUAL INCOME

Table with 5 columns: Name of Household Member, Annual Earnings, Social Security/Pension, Public Assistance/Unemployment, Other Income. Includes a TOTAL row and a Total Annual Income summary row.



TOTAL ASSETS VALUE		
Type of Asset	Name of Household Member	Balance of Account or Cash Value of Asset
Checking Account		
Savings Account		
Retirement Account		
Other		
		<b>Total Assets Value: \$</b>
If sum of Total Assets Value exceeds \$50,000, multiply the sum by HUD Passbook Rate for Imputed Income	Current Passbook Rate: <b>4%</b>	Sum of Total Assets Value x 0.04 = Imputed Income amount
<b>SUM OF ANNUAL INCOME AND ASSETS VALUE =</b>		

**CERTIFICATION**

**OWNER CERTIFICATION**

I have read the information submitted above, and certify that the information is accurate and complete to my/our knowledge. I/We acknowledge and understand that a material misstatement fraudulently made in this affidavit or in any other statement made by me in connection with the affordability restriction recorded against this property will constitute a federal violation punishable by fine and abatement of use of subject property, which will be in addition to any criminal penalty imposed by law.

By checking this box, I certify under penalty of perjury that all acknowledgments associated with this application and documents submitted are correct and true.

\_\_\_\_\_  
Please Print or Type Signatory's Name

\_\_\_\_\_  
Date

**TENANT CERTIFICATION**

I, \_\_\_\_\_ (name) certify that I currently reside at \_\_\_\_\_ (address), and that my household's annual gross income is \$ \_\_\_\_\_ and my monthly rental payment is \$ \_\_\_\_\_. I have read the information submitted above, and certify that the information is accurate and complete to my knowledge. I/We acknowledge and understand that a material misstatement fraudulently made in this affidavit or in any other statement made by me in connection with the affordability restriction recorded against this property will constitute a federal violation punishable by fine and abatement of use of subject property, which will be in addition to any criminal penalty imposed by law.

By checking this box, I certify under penalty of perjury that all acknowledgments associated with this application and documents submitted are correct and true.

\_\_\_\_\_  
Please Print or Type Signatory's Name

\_\_\_\_\_  
Date



### 2024 INCOME AND RENTAL LIMITS

The maximum allowable income and rental rates are based on the Area Median Income (AMI) levels for the County of San Diego, established by the Department of Housing and Urban Development (HUD). These levels are effective April 1, 2024, and are adjusted annually.

For 2024, the **household income** limits are:

For 2024, the **maximum rental** limits are:

Household Size	Maximum Gross Annual Household Income			Unit Size	Maximum Rent*		
	30% AMI (Extremely Low Income)	50% AMI (Very Low Income)	80% AMI (Low Income)		30% AMI (Extremely Low Income)	50% AMI (Very Low Income)	80% AMI (Low Income)
1	\$31,850	\$53,050	\$84,900	Studio	\$796	\$1,326	\$2,123
2	\$36,400	\$60,600	\$97,000	1-Bd	\$910	\$1,515	\$2,425
3	\$40,950	\$68,200	\$109,150	2-Bd	\$1,024	\$1,705	\$2,729
4	\$45,450	\$75,750	\$121,250	3-Bd	\$1,136	\$1,894	\$3,031
5	\$49,100	\$81,850	\$130,950	4-Bd	\$1,228	\$2,046	\$3,274
6	\$52,750	\$87,900	\$140,650	5-Bd	\$1,319	\$2,198	\$3,516
7	\$56,400	\$93,950	\$150,350	6-Bd	\$1,410	\$2,349	\$3,759
8	\$60,000	\$100,000	\$160,050				

*\*Allowance for tenant-paid utilities must be deducted from rent. See the most recent Utility Allowance Schedule published by the Encinitas Housing Authority.*