



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, and a numbered row (1-6). The first row has 'HEAD' in the relationship column.

SOURCE DOCUMENTATION (Check applicable and include with this form)

- Checkboxes for Tax Return, Social Security/Supplementary Income, Pay Stubs (3 months), and Unemployment or Public Assistance.

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

GROSS ANNUAL INCOME

Table with 5 columns: Name of Household Member, Annual Earnings, Social Security/Pension, Public Assistance/Unemployment, and 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		
		Total Assets Value: \$
If sum of Total Assets Value exceeds \$50,000, multiply the sum by HUD Passbook Rate for Imputed Income	Current Passbook Rate: 4%	Sum of Total Assets Value x 0.04 = Imputed Income amount
SUM OF ANNUAL INCOME AND ASSETS VALUE =		

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



2025 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 23, 2025 and are adjusted annually.

For 2025, the household income limits are:

For 2025, the maximum rental limits are:

Household Size	Maximum Gross Annual Household Income			
	15% AMI (Acutely Low Income)	30% AMI (Extremely Low Income)	50% AMI (Very Low Income)	80% AMI (Low Income)
1	\$13,700	\$34,750	\$57,900	\$92,700
2	\$15,700	\$39,700	\$66,150	\$105,950
3	\$17,650	\$44,650	\$74,450	\$119,200
4	\$19,600	\$49,600	\$82,700	\$132,400
5	\$21,150	\$53,600	\$89,350	\$143,000
6	\$22,750	\$57,550	\$95,950	\$153,600
7	\$24,300	\$61,550	\$102,550	\$164,200
8	\$25,850	\$65,500	\$109,200	\$174,800

Unit Size	Maximum Rent*			
	Acutely Low Income	Extremely Low Income	Very Low Income	Low Income
Studio	\$343	\$687	\$1,145	\$1,373
1-Bedroom	\$392	\$785	\$1,308	\$1,570
2-Bedroom	\$441	\$883	\$1,472	\$1,766
3-Bedroom	\$491	\$981	\$1,635	\$1,962
4-Bedroom	\$530	\$1,059	\$1,766	\$2,119
5-Bedroom	\$569	\$1,138	\$1,897	\$2,276

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