



EVERGREEN AFFORDABLE

Household Recertification Questionnaire

The Household Recertification Questionnaire is used to collect all necessary information for processing your annual Tenant Income Certification. This document is required for all households at an Evergreen Affordable property on an annual basis. **All questions on this document must be answered fully.** Please review the following for best practices for filling out this form:

Fill out the unit number, number of bedrooms and all household member information. The first line for household member should be the Head of Household listed on the account. Relationship, social security numbers, age, birthdate and student status must be completed for every member of the household.

Relationships generally include the following:

- Dependent
- Foster Adult
- Foster Child
- Live-in Attendant
- Co-Head
- Other Adult Member
- Spouse

Student Status: For the purposes of meeting the LIHTC program requirements, a student is anyone who has been or will be a full or part time student at an educational institution with regular facilities and students during 5 months of the current calendar year in which the application is submitted, other than correspondence school-includes elementary, middle and high school. Student Status must also be documented using the **Annual Student Certification** provided in your packet.

Please note any expected changes. This will assist management in determining the correct calculation for your eligibility.

Absent household members: A household member is considered absent when not currently living in the home day-to-day but is still considered a part of the household by the household members. This can include students away at school, family members temporarily in a nursing home or hospital facility, military members, etc.

Income and assets: Income and assets for all members of the household should be listed on this form. Please provide the annual income from each type the household receives. Provide details about the sources of income in the provided boxes on page 2. Please provide copies of 4-6 paystubs for proof of employment income and verification from the awarding agency for any other types of income. All assets must be documented here with details included in the boxes provided. Assets must also be documented using the **Asset Certification** form included in your packet.

For Section 811 applicants only: The questions found in this section help management to calculate eligibility for residents under the Section 811 program. If you are not applying under the Section 811 program you may skip this section. All Section 811 applicants must complete these questions.

All Section 811 recertifications must also provide 12 months of usage and cost history for electric for the DSHA utility analysis. This can be in the form of a consolidated printout obtained from the utility provider or copies of electric bills for the last 12 months.

All leaseholders/household members over the age of 18 must sign and date this form.