



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.

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. Provide details about the sources of income and any assets in the provided boxes on page 2. Supporting documentation is required for proof of income (see enclosed form with acceptable documents) and household assets if they exceed \$50,000.

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.

HOUSEHOLD INFORMATION DEFINITIONS:

Relationship (required)

- | | |
|----------------------|-----------------------|
| H- Head of Household | S- Spouse |
| A - Adult Co-Tenant | O-Other Family Member |
| C -Child | F- Foster Child/Adult |
| L -Live-In Caretaker | U-Unborn Child |
| N-None of the Above | |

Race (optional) Add all that Apply:

- | | | |
|-------------------------------------|---------------------|----------------------------|
| 1. White | 7. Filipino | 13. Native Hawaiian |
| 2. Black/ African American | 8. Japanese | 14. Guamanian/
Chamorro |
| 3. American Indian/ Native American | 9. Korean | 15. Samoan |
| 4. Asian | 10. Vietnamese | 16. Other Pacific Islander |
| 5. Asian India | 11. Other Asian | 17. Other |
| 6. Chinese | 12. Native Hawaiian | 18. Decline to Answer |

Ethnicity (optional):

- Y- Hispanic or Latino
- N-Not Hispanic or Latino
- D-Declined to Answer

Disabled(optional):

- Y - Disabled according to Fair Housing Act definitions
- N - Not disabled according to Fair Housing Act definitions
- Blank – Decline to Answer