



## TENANT INCOME AND RENT CERTIFICATION FORM (HCD)

AFFORDABLE UNIT ADDRESS: \_\_\_\_\_  
NAME OF OWNER: \_\_\_\_\_ IS OWNER LIVING ON SITE? ☐ Yes ☐ No  
OWNER EMAIL: \_\_\_\_\_ OWNER PHONE #: \_\_\_\_\_  
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

	Full Name	Relationship to Head of Household	Date of Birth
1		HEAD	
2			
3			
4			
5			
6			

### SOURCE DOCUMENTATION (Check applicable and include with this form)

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

### GROSS ANNUAL INCOME (include each adult over 18 yrs. old)

Full Name	Employment / Wages	Soc. Security/Pensions	Public Assistance	Other Income
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>TOTALS</b>	<b>a. \$</b>	<b>b. \$</b>	<b>c. \$</b>	<b>d. \$</b>

ENTER TOTAL FROM ALL INCOME LISTED ABOVE (a-d):

1. \$

### INCOME FROM ASSETS

Full Name	Type of Asset (checking, savings, 401K, etc)	Current Cash Value of Asset	Annual Income from Asset (Interest or Dividends)
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>TOTALS</b>		<b>2. \$</b>	<b>3. \$</b>

If line 2 is greater than \$5,000, multiply line 2 by 0.80% passbook rate and enter here:

4. \$

**TOTAL INCOME FROM ASSETS:**  
Enter the greater of line 3 or 4:

5. \$

**TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES (lines 1 & 5)**

6. \$



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**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



## **2023 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 **California Department of Housing and Community Development (HCD)**. These levels are effective June 6, 2023, and are adjusted annually.

For 2023, the **household income** limits are:

Household Size	Maximum Gross Annual Household Income				
	15% AMI (Acutely Low Income)	30% AMI (Low Income)	50% AMI (Very Low Income)	80% AMI (Low Income)	120% AMI (Moderate Income)
1	\$12,250	\$28,950	\$48,250	\$77,200	\$98,100
2	\$14,000	\$33,100	\$55,150	\$88,200	\$112,100
3	\$15,750	\$37,250	\$62,050	\$99,250	\$126,150
4	\$17,500	\$41,350	\$68,900	\$110,250	\$140,150
5	\$18,900	\$44,700	\$74,450	\$119,100	\$151,350
6	\$20,300	\$48,000	\$79,950	\$127,900	\$162,550
7	\$21,700	\$51,300	\$85,450	\$136,750	\$173,800
8	\$23,100	\$54,600	\$90,950	\$145,550	\$185,000

For 2023, the **maximum rental** limits are:

Unit Size	Maximum Rent*				
	15% AMI (Acutely Low Income)	30% AMI (Low Income)	50% AMI (Very Low Income)	60% AMI (Low Income)	110% AMI (Moderate Income)
Studio	\$307	\$613	\$1,022	\$1,226	\$2,248
1-Bd	\$350	\$701	\$1,168	\$1,402	\$2,570
2-Bd	\$394	\$788	\$1,314	\$1,577	\$2,891
3-Bd	\$438	\$876	\$1,460	\$1,752	\$3,212
4-Bd	\$473	\$946	\$1,577	\$1,892	\$3,469
5-Bd	\$508	\$1,016	\$1,694	\$2,032	\$3,726

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