



## TENANT INCOME AND RENT CERTIFICATION FORM (HUD)

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. \$



**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.*