Income Determination Module 8

2025

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Contact Information

Mailing Address:
TDHCA
PO Box 13941
Austin, TX 78711-3941

Physical Address:
TDHCA
221 East 11th Street
Austin, TX 78701

Website: https://www.tdhca.texas.gov

Department Phone Number: (512) 475-3800
or (800) 525-0657 (toll free in Texas only)

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Announcements

Schedule:

- The training will run from 12 pm until approximately 1:30 pm
- Staff will present the training and allow for questions after each topic is covered

Housekeeping:

- Certificates will NOT be provided after the conclusion of the class
- We suggest you silence your phones and put an “out of office” email response, to help avoid distractions during the training
- Please pose questions and comments in the “Chat Box” or the “Questions Box”

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Resources & Definitions

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General Resources

- **HUD Handbook 4350.3**
  - https://www.hud.gov/program_offices/administration/hudclips/handbooks/hsgh/4350.3
  - Chapters 3 and 5 along with corresponding tools and exhibits
- **HUD Notice H 2023–10 and Notice PIH 2023–27**
  - https://www.hud.gov/sites/dfiles/OCHCO/documents/2023-27pihn.pdf
  - This document replaces Chapters 3 and 5 of the HUD 4350.3 until/unless a revised Handbook is released
  - This document was updated to include further clarifications on February 2, 2024
- **Technical Guide for Determining Income and Allowances for the HOME Program**
  - https://files.hudexchange.info/resources/documents/HOMEGuideForIncomeAndAllowances.pdf
- **24 CFR 5.609 – Annual Income**
  - https://www.ecfr.gov/current/title-24/subtitle-A/part-5#5.609
- **Texas Administrative Code**
  - https://texas-sos.appianportalsgov.com/rules-and-meetings?chapter=10&interface=VIEW_TAC&part=1&subchapter=F&title=10

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Multifamily Compliance Resources

- **Multifamily Compliance Forms**
  - https://www.tdhca.texas.gov/compliance-forms
- **Multifamily Compliance Manuals and Rules**
  - https://www.tdhca.texas.gov/compliance-manuals-and-rules
- **Income and Rent Limits**
  - https://www.tdhca.texas.gov/income-and-rent-limits
- **Multifamily Compliance Training and Presentations**
  - https://www.tdhca.texas.gov/compliance-training
  - https://www.tdhca.texas.gov/compliance-program-training-presentations
- **Contact List**
  - https://www.tdhca.texas.gov/compliance-division-staff
- **TBRA Links**
  - https://www.tdhca.texas.gov/tenant-based-rental-assistance-tbra-program

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Definitions

- **Income**
  - ALL amounts, monetary or not, that go to or are received on behalf of the Head, Spouse, or Co-Head (even if the member is temporarily absent), or any other member
  - ALL amounts anticipated to be received from a source outside the applicant group during the 12-month period following admission or certification
  - Annual Income includes all amounts not specifically excluded by regulation (24 CFR 5.609)
  - For a listing of income exclusions, refer to Notice 2023–10 and Notice 2023–27. (https://www.hud.gov/sites/dfiles/OCHCO/documents/2023-27pihn.pdf)
- **Assets**
  - Assets are items of value that may be turned into cash
  - Not all items of value are considered an asset
  - Items are not required to be "cashed out" at time of application
  - Income from Assets includes all amounts not specifically excluded by regulation
  - For a listing of asset inclusions and exclusions, refer to Notice 2023–10 and Notice 2023–27. (https://www.hud.gov/sites/dfiles/OCHCO/documents/2023-27pihn.pdf)

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Household versus Family

- **Household**
  - All members of the applicant group
- **Family**
  - All members of the applicant group, or household, that must be included for purposes of eligibility

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Assets: Whose Assets Count?

Family Members	Earned Income	Other Income (including income from assets)
Head	Yes	Yes
Spouse	Yes	Yes
Co-Head	Yes	Yes
Other Adult	Yes	Yes
Dependents (under 18)	No	Yes
Full-time Student - 18 or older	Yes**	Yes

Household Members	Earned Income	Other Income (including income from assets)
Live-in Aide	No	No
Foster Adult	No	No
Foster Children (under 18)	No	No

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The Application

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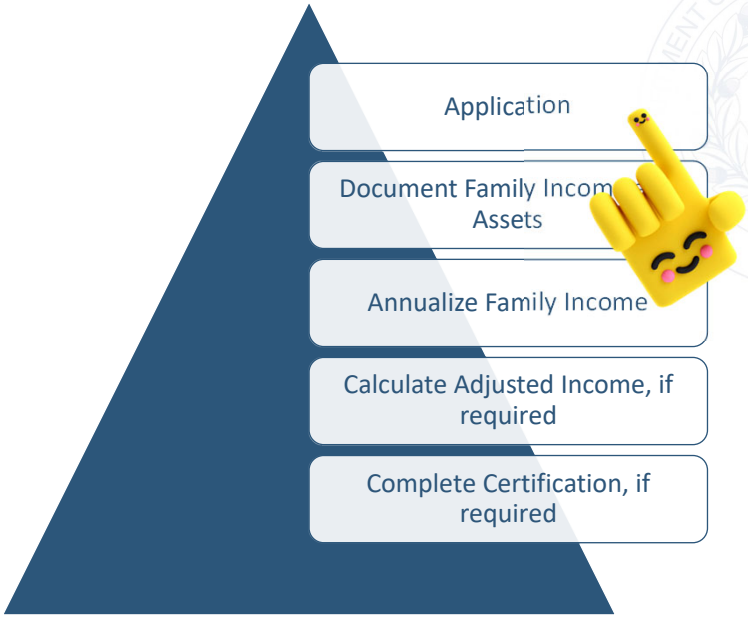
The Qualifying Process: The Application



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Application: Household Composition

C. HOUSEHOLD COMPOSITION – List the Head of Household and all other persons who comprise the household

Full Name (exactly as on driver's license or other govt. document)	Relationship to Head of HH	Date of Birth	Gender	Student Status F/T=Full Time P/T=Part Time	Social Security No./ Alien Registration No.	Receiving income
1 Jeremy Smith	Head of Household	04/01/1979	■ Male ☐ Female	☐ F/T ☐ P/T ■ N/A	111-11-1111	■ Yes ☐ No
2 Cassandra Smith	☐ Co-Head ■ Spouse ☐ Dependent ☐ Other Adult	05/01/1983	☐ Male ■ Female	☐ F/T ☐ P/T ■ N/A	222-22-2222	☐ Yes ■ No
3 William Gomez	☐ Co-Head ☐ Spouse ■ Dependent ☐ Other Adult	02/01/2006	■ Male ☐ Female	■ F/T ☐ P/T ☐ N/A	333-33-3333	■ Yes ☐ No
4 Brady Smith	☐ Co-Head ☐ Spouse ■ Dependent ☐ Other Adult	1				
5 Candy Smith	☐ Co-Head ☐ Spouse ■ Dependent ☐ Other Adult	0				
6 Karen Gomez	☐ Co-Head ☐ Spouse ☐ Dependent ■ Other Adult	0				
7	☐ Co-Head ☐ Spouse ☐ Dependent ☐ Other Adult					
8	☐ Co-Head ☐ Spouse ☐ Dependent ☐ Other Adult					

D. HOUSEHOLD COMPOSITION INFORMATION

Were any of the household members a full-time student within the last calendar year? ☐ NO ■ YES, who? William, Brady, Candy

Are any of the household members listed above foster persons? ■ NO ☐ YES, who? _____

Are any of the household members listed above a live-in attendant? ■ NO ☐ YES, who? _____

Are any household members temporarily absent from the home? ☐ NO ■ YES, who? William

Indicate reason for temporary absence: William is in college and lives in the dorms during the school year

Do you anticipate any other members will join your household within the next 12 months? ■ NO ☐ YES

If yes, explain: _____

E. VETERAN INFORMATION

Are any of the household members a Veteran? ■ NO ☐ YES, who? _____

*** Important Information for Former Military Services Members. Women and men who served in any branch of the United States Armed Forces, including Army, Navy, Marines, Coast Guard, Reserves or National Guard, may be eligible for additional benefits and services. For more information please visit the Texas Veterans Portal at https://veterans.portal.texas.gov/

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Application: Household Income

F. ANNUAL INCOME (List ALL income of adults and children in your household, except for the earned income from employment by persons under the age of 18)

Identify income from any of the following sources, including periodic payments:	Head of Household	Co-Head/ Spouse	Other Adult Member(s)	Child or Dependent or Other Adult Member	Total
Salary ■Yes ☐No	$42,000			$15,000	$57,000
Overtime Pay ■Yes ☐No					
Commissions/Fees ☐Yes ■No					
Tips and Bonuses ☐Yes ■No					
Salary from 2nd job ☐Yes ■No					
Temporary Income ☐Yes ■No					
Income from Military ☐Yes ■No					
Interest/Dividends ☐Yes ■No					
Business Net Income ☐Yes ■No					
Net Rental Income ☐Yes ■No					
Social Security ■Yes ☐No					
Supplemental Security Income ☐Yes ■No					
Pension ☐Yes ■No					
Retirement Funds ☐Yes ■No					
Familial Support ☐Yes ■No					
Unemployment Benefits ■Yes ☐No					
Alimony ☐Yes ■No					
Child Support (Circle Type) Anticipated, Voluntary, Court Ordered (regardless if pd.) ☐Yes ■No					
AFDC/TANF ☐Yes ■No					
Educational Scholarship/Grant ☐Yes ■No					
Other: Explain: ☐Yes ■No					
			Total:		$99,755

G. CURRENT EMPLOYMENT CONTACT INFORMATION – Household Member #1

Household Member's Name	Occupation	Work Phone
Jeremy Smith	Landscaper	512-281-5555

Name and Street Address of Employer	City	State	Zip Code
XYZ Landscaping, 4112 W. Loop 360	Austin	TX	78725

Date Hired	Salary $	# of hours worked per week	Last Date of Employment
04/01/2022	■Hourly ☐Weekly ☐bi-weekly ☐twice a month ☐Monthly ☐Yearly ☐Other	40	

2nd JOB EMPLOYMENT CONTACT INFORMATION – Household Member #1

Household Member's Name	Occupation	Work Phone
none		

Name and Street Address of Employer	City	State	Zip Code

Date Hired	Salary $	# of hours worked per week	Last Date of Employment
	☐Hourly ☐Weekly ☐bi-weekly ☐twice a month ☐Monthly ☐Yearly ☐Other		

CURRENT EMPLOYMENT CONTACT INFORMATION – Household Member #2

Household Member's Name	Occupation	Work Phone
William Gomez	Cashier	512-821-5555

Name and Street Address of Employer	City	State	Zip Code
HEB, 101 HEB Parkway	San Antonio	TX	78015

Date Hired	Salary $	# of hours worked per week	Last Date of Employment
02/01/2024	■Hourly ☐Weekly ☐bi-weekly ☐twice a month ☐Monthly ☐Yearly ☐Other	20	

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Application: Household Assets

H. HOUSEHOLD ASSETS (Identify if anyone has any of the following types of assets, including dependents under the age of 18)

Identify All Asset Sources	Cash Value	Asset Income (Interest/Dividends)	Name of Financial Institution
Checking Account ■Yes ☐No	$4,805	0	Wells Fargo
Additional Checking Account(s) ■Yes ☐No	$600	0	RBFCU
Savings Account ■Yes ☐No	$18,351	$367.02	Wells Fargo
Additional Savings Account(s) ■Yes ☐No	$1,200	$24.00	RBFCU
Pre-Paid Debit Cards ☐Yes ■No			
Stocks, Bonds, Mutual Funds* ☐Yes ■No			
Real Estate or Home ■Yes ☐No			
Trust Fund(s) ☐Yes ■No			
Mortgage Note Held ☐Yes ■No			
Whole Life Insurance Cash Value* ☐Yes ■No			
Real Estate/Land* ☐Yes ■No			
Peer to Peer (PayPal, Cash App and Venmo) ■Yes ☐No			
Non Necessary Personal Property: Such as campers, motorhomes, travel trailers, all-terrain vehicles (if not for day-to-day transportation), recreational boats, expensive jewelry without religious or cultural value, collectibles, equipment not generating business income and luxury items. ☐Yes ■No			
Other: ☐Yes ■No			

*When listing the "cash value" of any asset with an asterisk, indicate the amount you would have if you were to convert it to cash. The amount would have deducted any penalties for withdrawal, amounts used to pay off a balance, or any fees which may be assessed for the conversion.

I. HOUSEHOLD ASSET INFORMATION

1. Has anyone in the household given away anything of value within the last two years? *(if a home was released due to foreclosure, bankruptcy or divorce, answer no)* ■ NO ☐ YES If yes, who? _____
   Provide explanation (including the type of asset, estimated value of asset, amount disposed for, and date of disposal): _____
2. Has anyone in the household owned a home in the last two years? ■ NO ☐ YES If yes, who? _____
   Do they currently own it? ☐ NO ☐ YES If No, when was it disposed of? _____
   If Yes, Is it being rented? ☐ NO ☐ YES
   Is it sitting vacant? ☐ NO ☐ YES
   Is it in the process of being sold? ☐ NO ☐ YES
3. Has anyone in the household received a Tax Refund in the last 12 months? ☐ NO ■ YES If yes, what was the total amount of the tax refund $ 2,500

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Documenting Income and Assets

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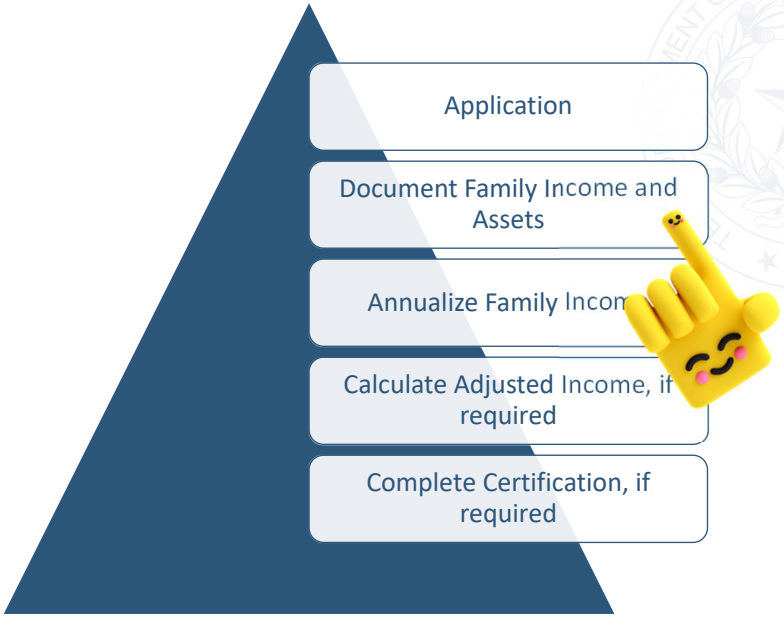
The Qualifying Process: Documenting Income and Assets



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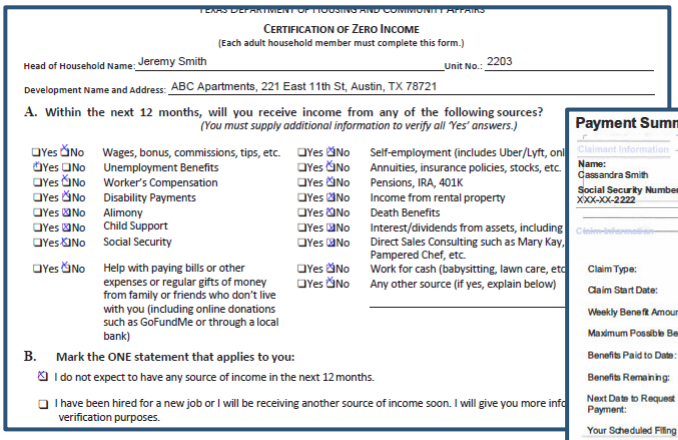
Documenting Income: Unemployment



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CERTIFICATION OF ZERO INCOME

(Each adult household member must complete this form.)

Head of Household Name: Jeremy Smith Unit No.: 2203

Development Name and Address: ABC Apartments, 221 East 11th St, Austin, TX 78721

A. Within the next 12 months, will you receive income from any of the following sources?
(You must supply additional information to verify all 'Yes' answers.)

☐Yes ☒No	Wages, bonus, commissions, tips, etc.	☐Yes ☒No	Self-employment (includes Uber/Lyft, onl
☒Yes ☐No	Unemployment Benefits	☐Yes ☒No	Annuities, insurance policies, stocks, etc.
☐Yes ☒No	Worker's Compensation	☐Yes ☒No	Pensions, IRA, 401K
☐Yes ☒No	Disability Payments	☐Yes ☒No	Income from rental property
☐Yes ☒No	Alimony	☐Yes ☒No	Death Benefits
☐Yes ☒No	Child Support	☐Yes ☒No	Interest/dividends from assets, including
☐Yes ☒No	Social Security	☐Yes ☒No	Direct Sales Consulting such as Mary Kay, Pampered Chef, etc.
☐Yes ☒No	Help with paying bills or other expenses or regular gifts of money from family or friends who don't live with you (including online donations such as GoFundMe or through a local bank)	☐Yes ☒No	Work for cash (babysitting, lawn care, etc
		☐Yes ☒No	Any other source (if yes, explain below)

B. Mark the ONE statement that applies to you:

☒ I do not expect to have any source of income in the next 12 months.

☐ I have been hired for a new job or I will be receiving another source of income soon. I will give you more info verification purposes.

Payment Summary List

Claimant Information

Name:
Cassandra Smith
Social Security Number (SSN):
XXX-XX-2222

Claim Information

Claim Type:	Regular Unemployment Benefits
Claim Start Date:	---
Weekly Benefit Amount:	$392.00
Maximum Possible Benefits:	$9,176.00
Benefits Paid to Date:	$2,730.00
Benefits Remaining:	$6,446.00
Next Date to Request Payment:	On your scheduled filing day during the week beginning SUNDAY
Your Scheduled Filing Day is :	SUNDAY

Payment Summary

Week(s)	TWC Processed Date	Deduction(s)	Payment
May 19, 2025 to May 25, 2025	---	$99.00	$392.00
May 12, 2025 to May 18, 2025	---	$99.00	$392.00
May 05, 2025 to May 11, 2025	---	$99.00	$392.00
June 28, 2025 to May 04, 2025	---	$99.00	$392.00
June 21, 2025 to June 27, 2025	---	$99.00	$392.00
June 14, 2025 to June 20, 2025	---	$99.00	$392.00
June 07, 2025 to June 13, 2025	---	$99.00	$392.00
July 31, 2025 to June 06, 2025	---	$99.00	$392.00

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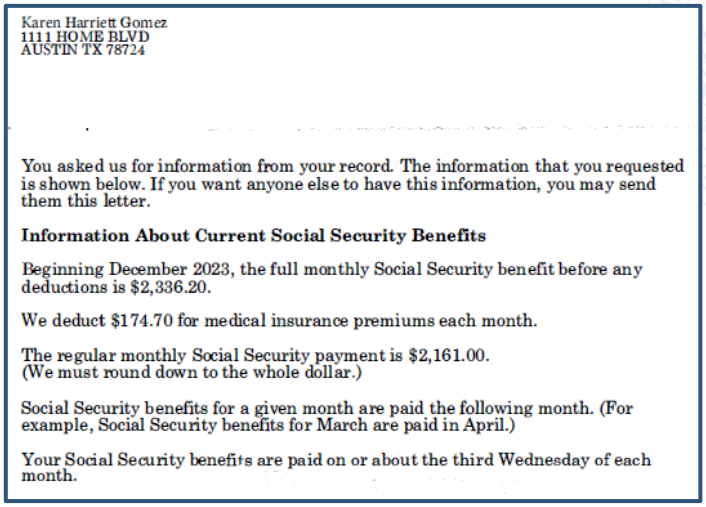
Documenting Income: Social Security Benefits



Karen Harriett Gomez
1111 HOME BLVD
AUSTIN TX 78724

You asked us for information from your record. The information that you requested is shown below. If you want anyone else to have this information, you may send them this letter.

Information About Current Social Security Benefits

Beginning December 2023, the full monthly Social Security benefit before any deductions is $2,336.20.

We deduct $174.70 for medical insurance premiums each month.

The regular monthly Social Security payment is $2,161.00.
(We must round down to the whole dollar.)

Social Security benefits for a given month are paid the following month. (For example, Social Security benefits for March are paid in April.)

Your Social Security benefits are paid on or about the third Wednesday of each month.

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Documenting Income: Verification of Employment

Kade Tucker

To: cara.pollei@abcmanagement.com
Subject: RE: Employment Verification - Jeremy Smith

Good morning,

I have completed the form, let me know if you need anything else.

Thanks,

Kade Tucker
Crew Leader

Good afternoon,

I am a property manager for a community that participates in the Housing Tax C
form completed for an applicant. Please complete the form and return by mail,

Feel free to reach out with any questions, I appreciate your assistance with this.

Thank you,

Cara Pollei
Property Manager
ABC Apartments and Property Management
221 E. 11th Street | Austin, TX 78701
Office: 512.475.3821
Fax: 512.475.3359

II. THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: Jeremy Smith	Job Title: Landscaper
Presently Employed: ☑ YES ☐ NO Date First Employed: April 1, 2022 Last Day of Employment: _____ or ☐ Not Applicable	
Current Wages/Salary: $ 20 (circle one) hourly / weekly / bi-weekly / semi-monthly / monthly / yearly / other: _____	
Average # of regular hours per week: 40	Year-to-date earnings: $ 22,136 through 06 /30 /25
Overtime Rate: $ 30 per hour	Average # of overtime hours per week: 2
Shift Differential Rate: $ n/a per hour	Average # of shift differential hours per week: n/a
Commissions, bonuses, tips, other: $ 100 (circle one) hourly / weekly / bi-weekly / semi-monthly / monthly / yearly / other: _____	
List any anticipated change in the employee's rate of pay within the next 12 months: none Effective date: _____	
If the employee's work is seasonal or sporadic, please indicate the layoff period(s): spring and summer are busier	
Additional remark(s):	

III. EMPLOYER AUTHORIZED REPRESENTATIVE CERTIFICATION

I certify that the above information is true and correct,

Kade Tucker	Crew Leader	July 12, 2025
Signature of Employers Authorized Representative	Representative's Title	Date

Kade Tucker	512-589-0721	n/a	ktucker@XYZlands.com
Authorized Representative's Printed Name	Phone #	Fax #	Email

XYZ Landscaping, 4112 W. Loop 360, Austin, TX 78725
Employer [Company] Name and Address

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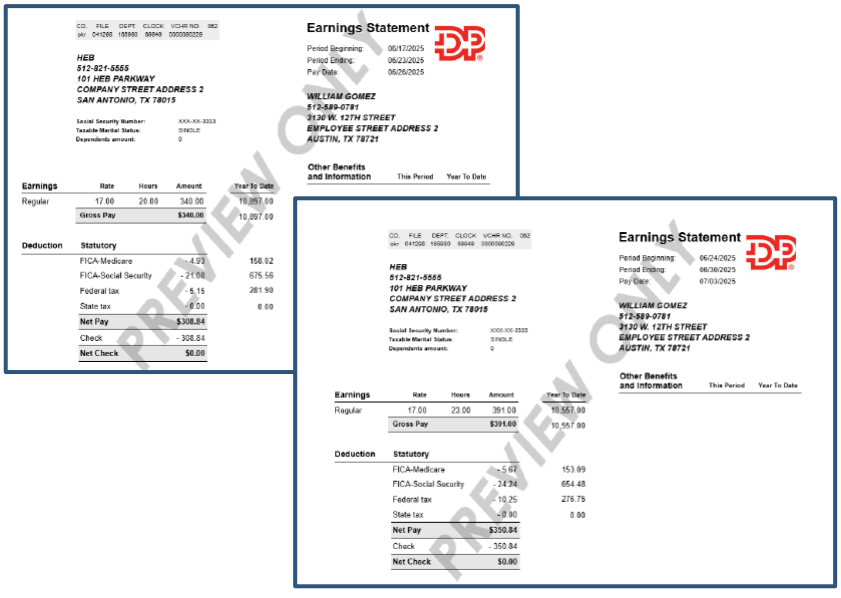
Documenting Income: Full-Time Student Dependent Earned Income



HEB
512-821-5555
101 HEB PARKWAY
COMPANY STREET ADDRESS 2
SAN ANTONIO, TX 78015

Earnings Statement
Period Beginning: 06/17/2025
Period Ending: 06/23/2025
Pay Date: 06/26/2025

WILLIAM GOMEZ
512-589-0781
3130 W. 12TH STREET
EMPLOYEE STREET ADDRESS 2
AUSTIN, TX 78721

Earnings	Rate	Hours	Amount	Year To Date
Regular	17.00	20.00	340.00	10,057.00
Gross Pay			$340.00	10,057.00

Deduction	Statutory		
	FICA-Medicare	- 4.93	158.02
	FICA-Social Security	- 21.08	675.56
	Federal tax	- 5.15	281.90
	State tax	- 0.00	0.00
Net Pay		$308.84	
Check		- 308.84	
Net Check		$0.00	

PREVIEW ONLY

HEB
512-821-5555
101 HEB PARKWAY
COMPANY STREET ADDRESS 2
SAN ANTONIO, TX 78015

Earnings Statement
Period Beginning: 06/24/2025
Period Ending: 06/30/2025
Pay Date: 07/03/2025

WILLIAM GOMEZ
512-589-0781
3130 W. 12TH STREET
EMPLOYEE STREET ADDRESS 2
AUSTIN, TX 78721

Earnings	Rate	Hours	Amount	Year To Date
Regular	17.00	23.00	391.00	10,557.00
Gross Pay			$391.00	10,557.00

Deduction	Statutory		
	FICA-Medicare	- 5.67	153.09
	FICA-Social Security	- 24.24	654.48
	Federal tax	- 10.25	276.75
	State tax	- 0.00	0.00
Net Pay		$350.84	
Check		- 350.84	
Net Check		$0.00	

PREVIEW ONLY

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Documenting Income: Student Financial Assistance

Applicant/Tenant: Smith

Circle A, B or C as applicable (**Note:** Students include those attending public or private elementary schools, middle or junior high schools, senior high schools, colleges, universities, technical, trade or mechanical schools, but does not include those attending on-the-job training courses). Also, a student is defined as someone who attends school full-time for any part of five or more months in a calendar year (months need not be consecutive):

A. Household contains at least one occupant who is not a student, has not been a student, and will not be during the current and/or upcoming calendar year. If this item is checked, no further information is needed.

B. Household contains all students, but is qualified because the following occupant(s):

The above-named individual has applied for residency or is currently residing in housing that requires verification the information requested below:

Is the above-named individual a student at this educational institution? ☑ YES ☐ NO

If no, please list the **last month and year** the above-named individual was a student at this educational institution

If yes, please indicate this student's full-time (FT) or part-time (PT) status for each month of the current *calendar* (Please circle)

January	FT	PT	N/A	July	FT	PT	
February	FT	PT	N/A	August	FT	PT	
March	FT	PT	N/A	September	FT	PT	N/A
April	FT	PT	N/A	October	FT	PT	N/A
May	FT	PT	N/A	November	FT	PT	N/A
June	FT	PT	N/A	December	FT	PT	N/A

I hereby certify that the information supplied in this section is true and complete to the best of my knowledge.

Signature: *Jasmine Harris* Date: July 15, 2025

Print your name: Jasmine Harris Tel.#: 512-936-7751

Title: Registrar Agent

Educational Institution: Austin Community College

TYPE OF AWARD	FALL	SPRING	TOTAL
Federal Pell Grant	2,908.00	2,907.00	$5,815.00
Estimated TX State	1,550.00	1,550.00	$3,000
TX Cash Grant	500.00	500.00	$1,000
Fees	274.00	273.00	$547.00
Subsidized Direct Loan	1,750.00	1,750.00	$3,500.00
Unsubsidized Direct Loan	1,000.00	1,000.00	$2,000.00

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Documenting Assets: Head of Household and Spouse Assets

Asset Certification of Net Family Assets

For households whose combined net assets do not exceed the Imputation Threshold as defined by HUD at:

https://www.huduser.gov/portal/datasets/inflationary-adjustments-notifications.html

(Complete only one form per household; include assets of minors.)

Head of Household Name: Jeremy Smith Unit No.: 101

Development Name and Address: ABC Apartments, 221 East 11th St, Austin, TX 78721

Complete all that apply for 1 through 4:

1. My/our assets include (enter n/a in (A) if you do not own the respective asset):

Source	(A) Cash Value	(B) Int. Rate	(A*B) Annual Income	Source	(A) Cash Value	(B) Int. Rate
Savings Account(s)	$18,351	2 %	$367.02	Checking Account(s)	$4,805	0 %
Certificates of Deposit	$	%	$	Money Market Funds	$	%
Stocks	$	%	$	Bonds	$	%
Peer to Peer (Cash App, Venmo, Paypal, etc.)	$ 35	0 %	$0	Trust Funds	$	%
Equity in Real Estate	$ 29,000	%	$0	Land Contracts	$	%
Lump Sum Receipts	$	%	$	Capital Investments	$	%
Bitcoin/ Cryptocurrency	$	%	$	GoFundMe/Crowdsourcing	$	%
Life Insurance (Excluding Term)	$	%	$	Pre-paid Debit Cards	$0	0 %
Cash on Hand	$	%	$			
Personal Property Held as an Investment	$	%	$	Explanation		
Other (list):	$600 $1,200	0 % 28	$0 $24.00	Explanation William Checking Account William Savings Account		

PLEASE NOTE: Certain funds (e.g., Trust) may or may not be (fully) accessible to you. Include only those amounts which are accessi

(Check either box 2 or box 3 below, not both)

2. ☐ Within the past two (2) years, I/we have sold or given away assets (including cash, real estate, etc.) for less than fair market va (FMV). Those amounts equal a total of: $ _____ (enter the difference between FMV and the amount you received).
3. ☑ I/we have not sold or given away assets (including cash, real estate, etc.) for less than fair market value during the past two (2) years.
4. ☐ I/we do not have any assets at this time (do not check this box if you have entered any numbers in section 1, above).

Account Number: XXXXXXX1234
Account Type: Checking/Savings
Account Status: Open
Account Holders: Jeremy and Cassandra Smith

Last Six Statements
Most Recent First

		Average Balance:	Interest Paid:
Account Number:	XXXXXXX1234		
Account Type:	Checking		
Account Status:	Open		
Account Holders:	Jeremy/Cassandra Smith		
Current Balance:	$4,832.09	$6, 831.88	N/A
Date Opened:	03/07/2003	$5,303.99	N/A
Current Interest Rate:	0.00%	$2,847.46	N/A
Date Closed:		$2,817.57	N/A
Balance at Close:		$2,817.25	N/A
		$2,773.68	N/A
Account Number:	XXXXXXX5678		
Account Type:	Savings		
Account Status:	Open		
Account Holders:	Jeremy/Cassandra Smith		
Current Balance:	$18,351	$16,000.00	$1.20
Date Opened:	03/07/2003	$18,000.00	$1.60
Current Interest Rate:	2.00%	$17,781.23	$1.56
Date Closed:		$18,817.57	$1.76
Balance at Close:		$15,817.25	$2.16
		$17,773.68	$1.55

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Documenting Assets: Dependent (Adult and Minor) Assets

II. THIS SECTION TO BE COMPLETED BY FINANCIAL INSTITUTION

A. CHECKING ACCOUNT(s)

Account Holder	Account Number	Present Balance	Interest Rate, if any
William Gomez	XXXXX012	$600.00	0

B. SAVINGS ACCOUNT(s)

Account Holder	Account Number	Present Balance	Annual Interest Rate	Withdrawal Penalty
William Gomez	XXXXXX018	1,200.00	2%	0

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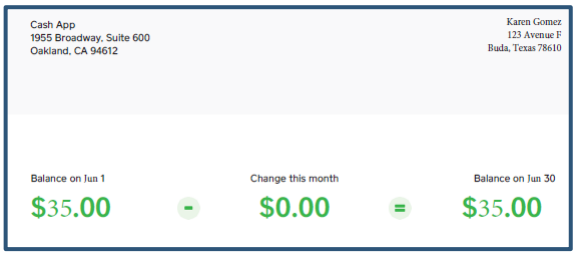
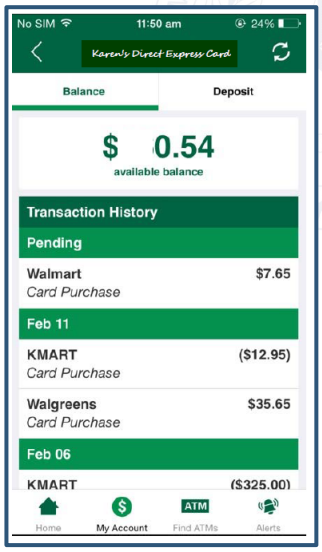
Documenting Assets: Cash App and Direct Express Card – Other Adult





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Documenting Assets: Real Property

Owner ID:	90210
Name:	SMITH, JEREMY
Agent:	
Mailing Address:	209 E 15TH ST DEL VALLE, TX 78703
% Ownership:	100.0%
Exemptions:	For privacy reasons not all exemptions are shown online.

Property Values

Improvement Homesite Value:	$0 (+)
Improvement Non-Homesite Value:	$0 (+)
Land Homesite Value:	$0 (+)
Land Non-Homesite Value:	$29,880 (+)
Agricultural Market Valuation:	$0 (+)
Market Value:	$29,880 (=)

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Annualizing Income

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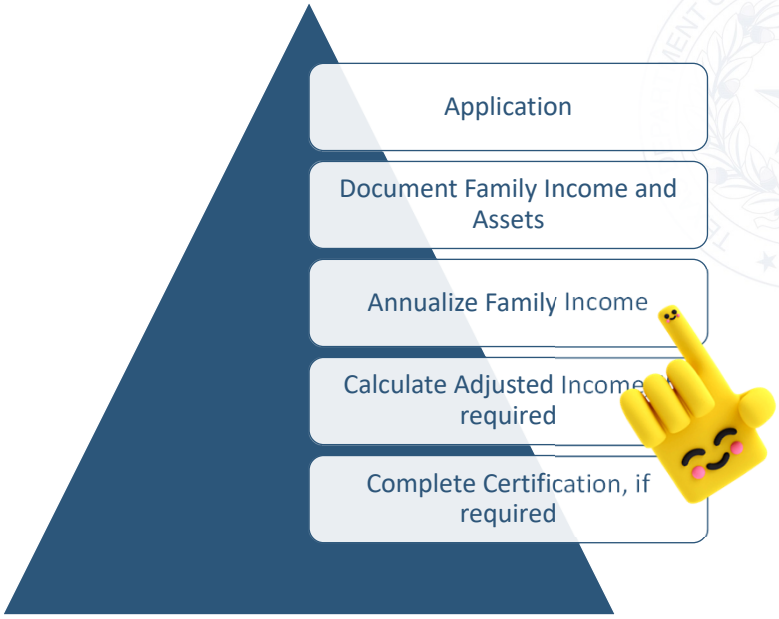
The Qualifying Process: Annualizing Income



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Annualizing Income: Household Earned and Unearned Income

Unemployment: $392.00 x 52 weeks = $20,384.00 annually BUT the property is only Housing Tax Credit and uses the remaining benefits to calculate eligibility - **$6,446.00 remaining benefits**

Social Security: $2,336.20 x 12 months = **$28,034.40 annually**

Jeremy Employment: $20/hour x 40 hours = $800/week AND $30/OT hour x 2 hours = $60/week AND $100 bonus
$800 + $60 = $860 x 52 weeks = $44,720 + $100 = **$44,820 annually**

William Employment (Full-Time Student Dependent): $340 (stub 1) + $391 (stub 2) = $731 ÷ 2 = $365.50/week
$365.50 x 52 weeks = $19,006 BUT only **$480 is included**

William Student Financial Assistance: Educational Expenses $3,547 Tx State Tuition and Fees
Higher Education Act $5,815 Federal Pell Grant
Other Assistance $1,000 TX Cash Grant
$3,547 - $5,815 = -$2,268 which is excluded from income by statute
$1,000 other financial assistance is included since Pell Grant covered expenses fully

$6,446 + $28,034.40 + $44,820 + $480 + $1,000 = $80,780.40

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Annualizing Income: Income from Assets

Non-necessary Personal Property:

Jeremy/Cassandra Checking Account: $4,832.09 x 0% interest = **$0 actual income**
Jeremy/Cassandra Savings Account: $18,351 x 2% interest = **$367.02 actual income**
William Checking Account: $600 x 0% interest = **$0 actual income**
William Savings Account: $1,200 x 2% interest = **$24 actual income**
Karen Cash App: $35 x 0% interest = **$0 actual income**
Karen Direct Express Card: $0.54 x 0% interest = **$0 actual income**

Total Non-Necessary Personal Property: $25,018.63
Actual Income from Assets: $391.02

Real Property:

Jeremy Real Property: $29,880 – 6% cost to convert ($1,792.80) = $28,087.20 cash value with no determinable rate of return

Imputed Income is not required since net family assets are less than threshold.

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Completing the Certification

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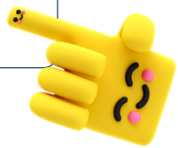
The Qualifying Process: Completing the Certification

- Application
- Document Family Income and Assets
- Annualize Family Income
- Calculate Adjusted Income, if required
- Complete Certification, if required



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Completing the Income Certification

PART II. HOUSEHOLD COMPOSITION

HH Mbr #	Last Name	First Name & Middle Initial	Relationship to Head of Household	Date of Birth (MM/DD/YYYY)	Student Status (circle one)	Last 4 digits of Social Security Number
1	Smith	Jeremy	HEAD	4/1/1979	FT / PT / NA	1111
2	Smith	Cassandra	Spouse	5/1/1983	FT / PT / NA	2222
3	Gomez	William	Adult Dep.	2/1/2006	FT / PT / NA	3333
4	Smith	Brady	Dependent	10/1/2015	FT / PT / NA	4444
5	Smith	Candy	Dependent	8/1/2018	FT / PT / NA	5555

PART III. GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)

HH Mbr #	(A) Employment/Wages	(B) Soc. Security/Pensions	(C) Public Assistance	(D) Other Income
1	$44,820			
2				$6,446
3	$480			$1,000
6		$28,034.40		
TOTALS	$ 45,300	$ 28,034.40	$	$ 7,446

Add totals from (A) through (D) above — TOTAL INCOME (E): $ 80,780.40

PART IV. INCOME FROM ASSETS

HH Mbr #	(F) Type of Asset	(G) C/D	(H) N/R	(I) Cash Value of Asset	(J) A/I	(K) Annual Income from Asset
1/2	Checking	C	N	$4,832.09	A	$0
1/2	Savings	C	N	$18,351	A	$367.02
3	Checking & Savings	C	N	$600 & $1,200	A	$0 & $24
1	Real Estate- Land	C	R	$29,880	n/a	n/a
6	Cash App & Direct Express	C	N	$35.54	A	$0

(L) TOTAL NON-NECESSARY PERSONAL PROPERTY: $ 25,018.63
(M) Total Actual Income: $ 391.02
(N) TOTAL NET FAMILY ASSETS: $ 29,880
(O) Total Imputed Income: $ 0
(P) TOTAL INCOME FROM ASSETS [(M) + (O)]: $ 391.02

(Q) Total Annual Household Income from all Sources [Add (E) + (P)] $ 81,171.42

PART V. HOUSEHOLD SET ASIDE DESIGNATION

Income: ☐15% ☐20% ☐30% ☐40% ☐50% ☑60% ☐70% ☐80% ☐O/I
Rent: ☐20% ☐30% ☐40% ☐50% ☑60% ☐70% ☐80%

PART II. HOUSEHOLD COMPOSITION

HH Mbr #	Last Name	First Name & Middle Initial	Relationship to Head of Household	Date of Birth (MM/DD/YYYY)	Student Status (circle one)	Last 4 digits of Social Security Number
1			HEAD		FT / PT / NA	
2					FT / PT / NA	
3					FT / PT / NA	
4					FT / PT / NA	
5					FT / PT / NA	
6	Gomez	Karen	Other Adult	7/1/1945	FT / PT / NA	6666

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Does the Household Qualify?

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The Qualifying Process: Is this a Qualified Household?

County:	TRAVIS
Financing:	9% Housing Credits
Place:	Austin
Project PIS Date:	04/18/2022-06/01/2022
Carryover/Determination Notice/Subaward Agreement date:	05/17/2020-03/31/2021
For Home and NSP Only:	On or Before 05/31/2025

Submit | Bookmark

MTSP Median Income : 133800

Income Limits

Income	1	2	3	4	5	6	7	8
20	18740	21420	24100	26760				
30	28110	32130	36150	40140				
40	37480	42840	48200	53520				
50	46850	53550	60250	66900	72300	77650	83000	88350
60	56220	64260	72300	80280	86760	93180	9600	106020
70	65590	74970	84350	93660	101220	108710	116200	123690
80	74960	85680	96400	107040	115680	124240	132800	141360

Rent Limits

Rent	0	1	2	3	4	5
20	468	502	602	696	776	856
30	702	753	903	1044	1164	1285
40	937	1004	1205	1392	1553	1713
50	1171	1255	1506	1740	1941	2141
60	1405	1506	1807	2088	2329	2570
65	1522	1631	1958	2262	2523	2784
70	1639	1757	2108	2436	2717	2998
80	1874	2008	2410	2784	3106	3427

[print to pdf]

YES!

(Q) Total Annual Household Income from all Sources [Add (E) + (P)]	$81,171.42

The Notice to the Residents was posted on November 12, 2024, which begins the 90-day notification period. Please note that a resident of the development could contact the Department with additional information during the notification period. If the information is relevant, the Department may contact the owner and request additional documentation. ***The following utility allowances are effective for rent due after February 10, 2025:***

	Energy Consumption Model
1 Bedroom	$36.00
2 Bedroom	$37.00
3 Bedroom	$42.00
4 Bedroom	$42.00

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Notes on Eligibility

- This presentation qualified a household for a 60% Housing Tax Credit Unit in Austin, Texas
- Different programs have different eligibility requirements, in some cases
  - The caveats were discussed in weeks 1-7 of the Lunch and Learn series
  - This webinar is intended as a resource after weeks 1-7 have been reviewed and understood, this should not be the first webinar reviewed
- Different programs have different forms; the forms used in this presentation are for the Department's Multifamily programs
  - Some programs have required forms in addition to what was seen here
- When qualifying households for programs other than those monitored by the Department, please check with your program administrator to ensure compliance

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Qualifying Households: Tips to Minimize Challenges

- All certifications and verification forms completed in their entirety
- All household income and assets are certified and verified, if required
- Are all verifications/certifications current? (within 120 days)
- Forms are tested for integrity, clarifications present, etc.
- No correction fluid, white-out or evidence of tampering/perfecting
- Peer Review
- 3rd party or compliance file review

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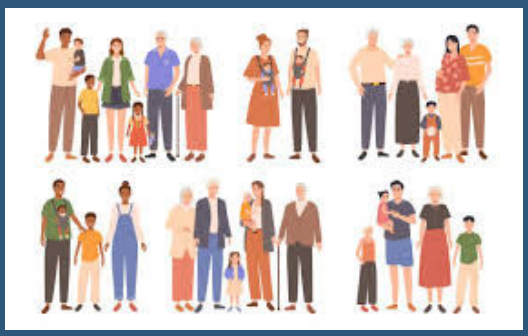

THANK YOU!

Income Determination Module 8

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA)

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EQUAL HOUSING OPPORTUNITY

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