

**TENANT INCOME CERTIFICATION QUESTIONNAIRE**

Name \_\_\_\_\_

**(Each adult household member 18 years or older must complete a separate questionnaire)**

**INCOME INFORMATION**

			MONTHLY GROSS INCOME
1	Yes	No	I am self-employed. _____ \$ _____
2	Yes	No	I have a job and receive wages, salary, overtime pay, commissions, fees, tips, bonuses, and/or other compensation: List the businesses and/or companies that pay you:  <u>Name and phone # of Employer(s)</u> 1) _____ Phone # _____ \$ _____ Name of Employer 2) _____ Phone # _____ \$ _____ Name of Employer *Please provide any additional Employer information on a separate sheet of paper.
3	Yes	No	I receive cash contributions of gifts including rent or utility payments, on an ongoing basis from persons who are not living with me. Name _____ Phone # _____ \$ _____ *Please Provide any additional cash contributions or gifts on separate sheet of paper
4	Yes	No	I receive Unemployment or Workman's Comp benefits. (please circle which one) Name of Company Providing Workman's Comp Benefits _____ \$ _____ Phone Number _____
5	Yes	No	I receive Veteran's Administration, GI Bill, or National Guard/Military benefits/income. Name of source _____ Phone # _____ \$ _____
6	Yes	No	I receive payments for Social Security or Supplemental Security Income (SSI) \$ _____
7	Yes	No	This household receives <u>unearned</u> income from family members age 17 or under (i.e., Social Security payments, Trust Fund disbursements, etc.). 1) _____ Phone # _____ \$ _____ Name of source providing unearned income 2) _____ Phone # _____ Name of source providing unearned income
8	Yes	No	I receive payments for disability, death benefits, or adoption assistance. (please circle which one) _____ \$ _____ Name of Provider Phone #
9	Yes	No	I receive Public Assistance Income (examples: TANF, AFDC), <b><u>not including food stamps.</u></b> \$ _____
10	Yes	No	a. I have a court order to receive child support payments. \$ _____
	Yes	No	b. I am currently receiving child support payments through _____ County \$ _____
	Yes	No	c. I am currently receiving child support payments directly from _____ (name of individual). Phone # _____ \$ _____ If yes, from how many persons do you receive support? _____
	Yes	No	d. I/we am/are currently making efforts to collect child support owed to me. List efforts being made to collect child support: _____ _____
11	Yes	No	a. I have a court order to receive alimony/spousal maintenance payments (provide copy of court order) \$ _____
	Yes	No	b. I am currently receiving alimony/spousal maint. payments through _____ County \$ _____
	Yes	No	c. I am currently receiving spousal maintenance payments directly from _____ (name of individual). Phone # _____ \$ _____



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	Yes	No	d. I am currently making efforts to collect alimony/spousal maintenance payments owed to me. List efforts being made to collect: _____ _____	
12	Yes	No	I receive periodic payments from trusts, annuities, inheritance, severance, retirement funds or pensions, insurance policies, or lottery winnings.  1) _____ Phone # _____ Source _____  2) _____ Phone # _____ Source _____	\$ _____  \$ _____
13	Yes	No	I receive income from real or personal property. Please Explain _____	(use <u>net</u> earned income)  \$ _____
14	Yes	No	I am a full-time student and receive Section 8 assistance. I receive student financial assistance (i.e., grants, private sources) in amounts that exceed tuition costs. Name of School _____ Phone # _____	\$ _____

**Asset information**

				INTEREST RATE	BALANCE/CASH VALUE
1	Yes	No	I have a checking account(s). If yes, list bank(s):  1) _____ Acct# _____ Name of bank Phone #  2) _____ Acct# _____ Name of bank Phone #	_____%  _____%	\$ _____  \$ _____
2	Yes	No	I have a savings account. If yes, list bank(s):  1) _____ Acct# _____ Name of bank Phone #  2) _____ Acct# _____ Name of bank Phone #	_____%  _____%	\$ _____  \$ _____
3	Yes	No	I have a revocable trust(s). If yes, list financial institution(s):  _____ Phone # _____ Name of financial institution	_____%	\$ _____
4	Yes	No	I own real estate. If yes, provide description:  _____  Assessor's Valuation: _____		\$ _____
5	Yes	No	I own stocks, bonds, or Treasury Bills. List financial institution(s)  1) _____ Phone # _____ Name of financial institution  2) _____ Phone # _____ Name of financial institution	_____%  _____%	\$ _____  \$ _____
6	Yes	No	I have Certificates of Deposit (CD) or Money Market Account(s). If yes, list sources/financial institution(s)  1) _____ Phone # _____ Name of financial institution  2) _____ Phone # _____ Name of financial institution	_____%  _____%	\$ _____  \$ _____
7	Yes	No	I have an IRA/Lump Sum Pension/Keogh Account/401K. If yes, list financial institution(s)  1) _____ Phone # _____ Name of financial institution  2) _____ Phone # _____ Name of financial institution	_____%  _____%	\$ _____  \$ _____



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8	Yes	No	I have a whole life insurance policy (policy has CASH VALUE). If yes, how many policies _____ 1) _____ Name of financial institution Policy # \$ _____ 2) _____ Name of financial institution Policy # \$ _____		
9	Yes	No	I have cash on hand.		\$ _____
10	Yes	No	I have disposed of assets (i.e., a home) for less than the fair market value within the past 2 years. If yes, list items and date disposed: _____ Item Disposed of Date disposed		\$ _____
11	Yes	No	I have income from assets or sources other than those listed above and/or a direct deposit card(s). If yes, list type below: 1) _____ Asset type _____ % Name of financial institution Phone # \$ _____ 2) _____ Asset type _____ % Name of financial institution Phone # \$ _____		

**HOUSING assistance**

Yes	No	Will the household receive Section 8 housing assistance? _____ _____	List agency name, contact person and phone # _____ _____
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

