

**APPENDIX 5 ATTACHMENT 4 FROM HUD *RENT AND INCOME*
DETERMINATION QUALITY CONTROL MONITORING GUIDE,
JULY 2003**

Multifamily Housing Case Studies

A RHIP Training Program

INCOME, ASSET, AND DEDUCTIONS

A. Income:	<u>YES</u>	<u>NO</u>
1. Are you or any other members of the household currently receiving income from any of the following sources?		
Wages/salaries	_____	_____
Wages earned through a government program such as Senior Aides, Older American Community Service Employment Program, AmeriCorps	_____	_____
If yes, which program: _____		
Tips, bonuses or commissions	_____	_____
Overtime pay	_____	_____
Income from operation of a business	_____	_____
Social Security	_____	_____
Disability/SSI	_____	_____
Death benefits	_____	_____
Pensions/retirement funds	_____	_____
Annuities or non-revocable trust	_____	_____
Unemployment	_____	_____
Military pay	_____	_____
Workman's Compensation	_____	_____
Public assistance/TANF	_____	_____
Alimony	_____	_____
Child support	_____	_____
Income from rent or sale of property	_____	_____
Periodic payments from lottery winnings	_____	_____
Regular recurring contributions from persons or agencies outside of household	_____	_____
Insurance policies	_____	_____
Severance pay	_____	_____
Other	_____	_____
2. Did you or any other members of the household file a federal tax return last year?	_____	_____
3. Are there any adult members of the household (18 years of age or older) receiving income not listed above?	_____	_____
If yes, specify the source of the income _____		

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B. Assets:	<u>YES</u>	<u>NO</u>
1. Do you or any other members of the household have any of the following:		
Checking accounts	_____	_____
Savings accounts	_____	_____
Certificates of deposit	_____	_____
Money market funds	_____	_____
IRA/Keogh account	_____	_____
Stocks	_____	_____
Bonds	_____	_____
Treasury bills	_____	_____
Trust funds	_____	_____
If yes, is the trust irrevocable?	_____	_____
Real estate	_____	_____
Whole life or universal life insurance policy	_____	_____
Cash held in safety deposit boxes or home	_____	_____
Assets held in another state or foreign country	_____	_____
Other	_____	_____
2. Have you or any other members of the household received any lump sum payments, such as:		
Inheritance	_____	_____
Lottery winnings	_____	_____
Insurance settlements	_____	_____
Other	_____	_____
3. Have you or any other household members disposed of any asset(s) for less than fair market value in the past two (2) years?	_____	_____
4. Do you or any other household members have any assets that are held jointly with another person?	_____	_____

<u>DEDUCTIONS:</u>	<u>YES</u>	<u>NO</u>
1. Are there any fulltime students 18 years of age or older in the household?	_____	_____
2. Is any household member elderly (age 62 or older) or a person with disabilities?	_____	_____

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3. Do you have medical expenses that are not paid for by an outside source such as insurance? _____
4. Do you have disability expenses that are not paid for by an outside source? _____
If yes, is this service necessary to enable a family member (including the member with a disability) to be employed? _____
5. Do you have attendant care expenses? _____
If yes, is this service necessary to enable a family member (including the member with a disability) to be employed? _____
6. Do you currently pay for childcare services for any children under the age of 13 residing in your household? _____
If yes, is this service necessary in order for you to be employed or to attend school? _____
If yes, are any of these expenses reimbursed by an outside source? _____

Penalties for Committing Fraud: The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:

- Evicted
- Required to repay all overpaid rental assistance you received
- Fined up to \$10,000
- Imprisoned for up to five years
- Prohibited from receiving future assistance

Your State and local governments may have other laws and penalties as well.

By signing below I am certifying that I have completed this questionnaire and that the answers that I have given are true and complete to the best of my knowledge.

_____/_____/_____
Head of Household Date

_____/_____/_____
Co-head of Household Date