



The
Road Home

BUILDING A SAFER,
STRONGER, SMARTER LOUISIANA

www.road2LA.org

or

1.888.ROAD.2.LA

(1.888.762.3252)

TTY: 711 relay or 1.800.846.5277

Tenant Income Verification Must Be Completed Prior to Occupancy and Disbursement of Small Rental Property Program Funds

After you have completed construction and ordered a final inspection for *The Road Home*, you may begin seeking tenants to occupy your units. Before allowing a new tenant to occupy the assisted unit, *The Road Home* program requires that property owners follow the tenant income verification process. This process will be verified before the disbursement of the Rental program incentive loan funds. To help answer your questions and assist you, below are the top things you should keep in mind when completing the income verification process.

Once you obtain a Certificate of Occupancy and have identified a tenant, **you must complete a tenant income verification form**. The form, included in your Conditional Award Letter packet on pages 7, 8 and 9, is an attachment to the Incentive Payment Agreement, one of the legal documents located at www.road2la.org/rental. If you do not have access to the Internet and would like to request that a hard copy of the legal documents be mailed to you, please call 1.888.ROAD.2.LA (1.888.762.3252). TTY callers use 711 relay.

What documents do you need to complete and keep records of for the Rental program?

All tenants or applicants must complete a tenant income worksheet, provide additional income and asset documentation to the owner of the property, and certify to the accuracy of the information.

Disclosing income and asset information may be difficult for some tenants and the request for information should be handled with sensitivity. Property owners should reassure tenants that information provided will be kept confidential and will be used only to determine the tenant's eligibility to reside in the affordable unit.

It is very important that you retain proper documentation about the income characteristics of the tenants who will occupy your property. After you complete your repairs and pass your final inspection, you will be requested to present these documents to *The Road Home* representative in order to schedule closing for your award.

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Why is it important to know and record your tenants' household income?

The U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) program requires that funds be used to benefit low and moderate income households.

The Department of Housing and Urban Development (HUD) establishes Lower Income Limits by family size and parish.

To determine whether a tenant qualifies as lower income, Total Household Income is compared to the income limit for the parish where the rental property is located, not where the owner or tenants are currently living.

HUD updates the Lower Income Limits annually. The Rental program will provide you with the income limit you should use when screening and selecting tenant applicants.

What is a household income and how is it calculated?

A household includes all the persons who will live in the unit that is being assisted by the Rental program. It does not include individuals with whom the applicant is currently living in a "doubled up" housing situation or individuals who are currently living as part of the household but will not be occupants of the unit assisted by *The Road Home* funds.

Total Household Income is calculated from the annual income of all adult household members eighteen years and older. If the total household assets are equal to or greater than \$500,000, asset information is also reported for each adult household member.

After the tenant has completed the Income Verification and Certification worksheet, the property owner should ensure that s/he has signed the completed form to certify that all the necessary household information has been provided.

If you have any additional questions, please do not hesitate to call *The Road Home* Call Center at **1.888.ROAD.2.LA (1.888.762.3252)**. TTY callers use 711 relay.



Program Funded by:
*U.S. Department of Housing
and Urban Development*



Housing centers are accessible and reasonable accommodations will be provided upon requested.

Auxiliary aids and services are available upon request to individuals with disabilities and for persons with limited English proficiency.

*Hurricane Katrina Federal
Task Force Hotline
1.866.720.5721*