



TENANT INCOME AND RENT CERTIFICATION FORM (HCD)

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
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
TOTALS	a. \$	b. \$	c. \$	d. \$

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)
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTALS		2. \$	3. \$

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 **California Department of Housing and Community Development (HCD)**. These levels are effective May 9, 2024, and are adjusted annually.

For 2024, the household income limits are:

Household Size	Maximum Gross Annual Household Income				
	15% AMI (Acutely Low Income)	30% AMI (Extremely Low Income)	50% AMI (Very Low Income)	80% AMI (Low Income)	120% AMI (Moderate Income)
1	\$12,550	\$31,850	\$53,050	\$84,900	\$100,400
2	\$14,350	\$36,400	\$60,600	\$97,000	\$114,700
3	\$16,150	\$40,950	\$68,200	\$109,150	\$129,050
4	\$17,950	\$45,450	\$75,750	\$121,250	\$143,400
5	\$19,400	\$49,100	\$81,850	\$130,950	\$154,850
6	\$20,800	\$52,750	\$87,900	\$140,650	\$166,350
7	\$22,250	\$56,400	\$93,950	\$150,350	\$177,800
8	\$23,700	\$60,000	\$100,000	\$160,050	\$189,300

For 2024, the maximum rental limits are:

Unit Size	Maximum Rent*				
	15% AMI (Acutely Low Income)	30% AMI (Extremely Low Income)	50% AMI (Very Low Income)	60% AMI (Low Income)	110% AMI (Moderate Income)
Studio	\$314	\$627	\$1,046	\$1,255	\$2,300
1-Bd	\$359	\$717	\$1,195	\$1,434	\$2,629
2-Bd	\$403	\$807	\$1,344	\$1,613	\$2,958
3-Bd	\$448	\$896	\$1,494	\$1,793	\$3,286
4-Bd	\$484	\$968	\$1,613	\$1,936	\$3,549
5-Bd	\$520	\$1,040	\$1,733	\$2,079	\$3,812

**Allowance for tenant-paid utilities must be deducted from rent. See the most recent Utility Allowance Schedule published by the Encinitas Housing Authority.*