



# Instructions for Certification of Income, Affordability, and Housing Size

14 D.C. Municipal Regulations § 2200 et seq. (2009)

## **Purpose**

The purpose of this form is for a Certifying Entity approved by the Department of Housing and Community Development (DHCD) to confirm the eligibility of a Household for an Inclusionary Unit by verifying the income, affordability, and housing size of selected lottery registrants who have expressed an interest in purchasing an Inclusionary Unit. This form should be completed by the Certifying Entity.

## **When to submit?**

**Initial Submission:** The Household has **forty-five (45) days** from the date of the “Household Lottery Notification” to submit the Certification of Income, Affordability, and Housing Size along with the completed and signed Declaration of Eligibility, unless the Inclusionary Development Owner extends the deadline.

A Household shall be ineligible to purchase an Inclusionary Unit if the Household fails to submit the Declaration of Eligibility, the Certification of Income, Affordability, and Housing Size, a mortgage pre-approval letter, and any other required documents, within forty-five (45) days from the date of the “Household Lottery Notification”, unless the Inclusionary Development Owner extends the deadline.

## **Completing the form**

The Certifying Entity should complete this form after verifying the eligibility of the selected lottery household on the Certifying Entity Household Verification Form. The selected lottery household must return the signed and completed Certification of Income, Affordability and Housing Size along with the completed, signed and notarized Declaration of Eligibility to the Inclusionary Development Owner.



# Certification of Income, Affordability, and Housing Size

Filing Date Stamp

14 D.C. Municipal Regulations § 2213 (2009)

Inclusionary Unit # \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_ Unit is:  For-Sale  
Address of Inclusionary Development: \_\_\_\_\_ Washington, D.C. \_\_\_\_\_

This Certification of Income, Affordability, and Housing Size ("Certification") is made this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, a duly authorized Certifying Entity approved by the Department of Housing and Community Development pursuant to 14 D.C. Municipal Regulations § 2213, whose address is \_\_\_\_\_, Washington, DC \_\_\_\_\_ ("Certifying Entity"). Certifying Entity has requested, received and reviewed for accuracy all relevant information required to make this Certification and hereby certifies the following:

### Household Information

<b>Names and Addresses of Household Members:</b>	Names: _____
	Current Address: _____
<b>Household Size:</b>	Total Number (#) of Household Members: _____ The Household's size is within the size range applicable for the Inclusionary Unit: <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Household Annual Income:</b>	The Household's Annual Income: \$ _____ The Household's Annual Income does not exceed the limit imposed by the Inclusionary Development Covenant applicable to the Inclusionary Unit. <input type="checkbox"/> YES <input type="checkbox"/> NO Household is: <input type="checkbox"/> Low Income (≤50% AMI) <input type="checkbox"/> Moderate Income (51% - 80% AMI)
<b>For Sale Inclusionary Unit:</b>	Household will not expend more than 41% of annual income on mortgage payments, insurance, taxes, and condominium and/or homeowner association fees for the applicable Inclusionary Unit. <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Housing Counseling</b>	Household has successfully completed Housing Counseling as required by the Inclusionary Zoning Program and has obtained a Housing Counseling Completion Certificate. <input type="checkbox"/> YES <input type="checkbox"/> NO

### Certifying Entity Information

<b>Signature:</b> _____	<b>Date:</b> _____
<b>Print Name:</b> _____	<b>Signature:</b> _____

Department of Housing and Community Development of the District of Columbia  
1800 Martin Luther King Jr. Avenue, SE, Washington DC 20020, telephone (202) 442-7200

**THIS DOCUMENT SHALL BE RECORDED WITH THE DEED**