



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 renting 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, signed and notarized Declaration of Eligibility, unless the Inclusionary Development Owner extends the deadline.

A Household shall be ineligible to rent an Inclusionary Unit if the Household fails to submit the Declaration of Eligibility, the Certification of Income, Affordability, and Housing Size 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.

Annual Re-Submission: This Certification must be re-submitted annually by Households occupying Rental Inclusionary Units along with other annual reporting documents to ensure compliance with the eligibility requirements of the Inclusionary Zoning regulations. This form should be **submitted at least 60 days before the anniversary of the lease** to the Inclusionary Development Owner if a Household intends to remain in their current Rental Inclusionary Unit.

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:** Rental
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

Names and Addresses of Household Members:	Names: _____
	Current Address: _____
Household Size:	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
Household Annual Income:	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)
Rental Inclusionary Unit:	Household will not expend more than 38% of annual income on rent and utilities if not included in the rent. <input type="checkbox"/> YES <input type="checkbox"/> NO
Inclusionary Unit Orientation	Household has successfully completed Inclusionary Unit Orientation as required by the Inclusionary Zoning Program. <input type="checkbox"/> YES <input type="checkbox"/> NO

Certifying Entity Information

Signature: _____	Date: _____
Print Name: _____	Signature: _____

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 ATTACHED TO THE LEASE