



Certification of Income, Affordability, and Housing Size (COIAHS)

For Inclusionary Zoning and Affordable Dwelling Units

What is the purpose of this form? This form certifies that a household is eligible for a specific IZ unit/ADU. It can be used for both initial certification as well as annual recertification for rental units.

Who should use this form? This form should ONLY be filled out by a Department of Housing and Community Development (DHCD) approved Certifying Entity/Certifying Authority.

Has the household provided the necessary documentation?

Proof of living and/or working in DC	Yes	No. <i>Contact DHCD.</i>
Proof of income eligibility	Yes	No. <i>Contact DHCD.</i>
Declarations of eligibility signed by each household member 18 or over	Yes	No. <i>Contact DHCD.</i>
<i>(IZ only)</i> IZ Orientation certificate of completion	Yes	No. <i>Contact DHCD.</i>
<i>(IZ Sales only)</i> 8-hour Homebuyer Training certificate of completion	Yes	No. <i>Contact DHCD.</i>
<i>(IZ/ADU Sales only)</i> Mortgage Analysis Form from the lender	Yes	No. <i>Contact DHCD.</i>

Provide information about the unit and the household's size and income.

Is the primary applicant a full-time student?	<input type="checkbox"/> Yes. <i>Contact DHCD.</i>	<input type="checkbox"/> No
Is there at least 1 person in the household per bedroom in the unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No. <i>Contact DHCD.</i>
Development name:	# of bedrooms:	Household size:
Address:	Unit:	Washington, DC
MFI level (%) for unit:	Maximum gross, annual household income for unit and household size:	
What is the household's gross annual income?		
Is the household's gross annual income within the required range for this unit?	Yes	No
No, but this is a renewing tenant <i>and</i> the household annual income is within 140% of the limit for the household size and unit MFI level		

Confirm the members of the household.

Household Member Name	Age

Detail the future costs the household will have for this unit.

Rental Units – Monthly Costs

Rent:	The maximum allowable monthly rent for this unit set by DHCD is _____ . Is the total monthly housing cost less than or equal to this?	<input type="checkbox"/> Yes	No. Contact DHCD.
Utilities:			
Mandatory fees ¹ : Monthly Housing Cost Total:	Annual housing costs are _____ % of the household's gross annual income. Is this less than or equal to 50%?	<input type="checkbox"/> Yes	No. Contact DHCD.
Annual Housing Cost Total:	Have you recommended to the household that they should not spend more than 38% of their household's annual income on housing costs? If not, do so now, then respond.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

1. As approved by DHCD. Mandatory fees include any monthly fee that is required for the tenant to live in the unit, including but not limited to mandatory renter's insurance, amenity fees, trash fees, etc.

Sale Units – Monthly Costs

Monthly Total (from Mortgage Analysis Form):	Unit sale price:		
Annual Total:	Annual hosting costs are _____ % of the household's gross annual income. Is this less than or equal to 50%?	Yes	No. Contact DHCD.
	Have you recommended to the household that they should not spend more than 41% of their household's annual income on housing costs?	Yes	No. Contact DHCD.

Provide your certification.

I am a Certifying Entity approved by the DC Department of Housing and Community Development. I have requested, received, and reviewed for accuracy all relevant information required to make this certification and hereby certify that the above information is true. *(Note: If signing electronically, please use the Fill & Sign "draw" function. Do not use a Digital ID to sign.)*


Signature: _____

Date: _____

Certifier's Name:	Email:
Phone:	NCHM Certificate Date:

Send this completed form and supporting documentation to DHCD.

You, the Certifying Entity, should email this form along with all supporting documentation to iz.adu@dc.gov. DHCD will review and return the form via email with an approval or denial. Once approved, attach this certification to the sale contract or lease.



Official Review
The application is:

(For DHCD Use Only)