

**MODEL FORM**

**Verify Income of Section 8 Recipients**

If a PHA refuses to give you a household's income certification form to help you process applications from Section 8 voucher holders, here is a Model Form you can adapt and use to get the information you need.

**VERIFYING INCOME OF SECTION 8 RECIPIENTS**

Aug. 1, 2011

Mr. Joe Smith  
Anytown Public Housing Authority  
123 Main Street  
Anytown, USA 10101

Dear Mr. Smith:

Mr. James Tenant has applied for housing at Fairview Villa, a building receiving assistance under the IRS's low-income housing tax credit program. The household has a [*insert voucher*] issued by your office. To properly certify his eligibility for housing at Fairview Villa, we need to know his household's exact, unadjusted gross income. Estimates will not be helpful to us.

Accordingly, could you please fill in the following information and send it back to us at your earliest convenience. Please use the enclosed stamped, self-addressed envelope. Thank you for your assistance. If you have any questions, please contact Roger Manager at (555) 123-4567.

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HOUSEHOLD NAME \_\_\_\_\_

EFFECTIVE DATE OF MOST RECENT CERTIFICATION \_\_\_\_\_

HOUSEHOLD'S GROSS INCOME \_\_\_\_\_

NAME OF PHA REPRESENTATIVE COMPLETING FORM \_\_\_\_\_