

## OVER-INCOME HOUSEHOLD LOG

**BUILDING ID #:** \_\_\_\_\_

**INSTRUCTIONS:** When a household's income rises over a certain level, IRS rules require us to rent the net available unit of comparable or smaller size in the same building to a qualified, low-income applicant. Failure to comply with this rule is a serious matter that can lead to IRS recapture of the owner's tax credits. To aid compliance, fill out an entry in the log below whenever you recertify a tax credit household.

If you discover that a household's income has risen above 140 percent of the maximum allowable income (170 percent for deep-rent skewed units) for that size household, or a previously over-income household has fallen back below the 140 (or 170) percent level, send a copy of the log to the district office person in charge of tax credit buildings, or your site manager.

On multiple-building sites, keep one log per building. Do not lump units from different buildings together.

1. **Unit #** \_\_\_\_\_

2. **Household name** \_\_\_\_\_

3. **# of household members** \_\_\_\_\_

4. **Unit size:** a. Square footage \_\_\_\_\_

b. # of bedrooms \_\_\_\_\_

5. **Recertification date** \_\_\_\_\_

6. **Maximum allowable income on recertification date** (from HUD area median gross income chart) \_\_\_\_\_

7. **Household's current income on recertification date** \_\_\_\_\_

8. Divide line 7 by line 6 \_\_\_\_\_

9. Is the number on line 8 greater than 1.4—that is, 140 percent (or 1.7—i.e. 170 percent, if deep-rent skewed unit)?  Yes  No  
(If yes, notify district office or site manager.)

10. **Maximum allowable monthly rent** \_\_\_\_\_

11. **Household's current monthly rent** \_\_\_\_\_

12. Does the number on line 8 indicate that a previously over-income household has fallen back below 140 percent of maximum allowable income (or 170 percent if deep-rent skewed unit)?  Yes  No  
(If yes, notify district office or site manager.)

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