

**APPENDIX 5 ATTACHMENT 4 FROM HUD *RENT AND INCOME*  
*DETERMINATION QUALITY CONTROL MONITORING GUIDE,*  
JULY 2003**

**Multifamily Housing Case Studies**

**A RHIP Training Program**

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**INCOME, ASSET, AND DEDUCTIONS**

<b>A. Income:</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
1. Are you or any other members of the household currently receiving income from any of the following sources?		
Wages/salaries	_____	_____
Wages earned through a government program such as Senior Aides, Older American Community Service Employment Program, AmeriCorps	_____	_____
If yes, which program: _____		
Tips, bonuses or commissions	_____	_____
Overtime pay	_____	_____
Income from operation of a business	_____	_____
Social Security	_____	_____
Disability/SSI	_____	_____
Death benefits	_____	_____
Pensions/retirement funds	_____	_____
Annuities or non-revocable trust	_____	_____
Unemployment	_____	_____
Military pay	_____	_____
Workman's Compensation	_____	_____
Public assistance/TANF	_____	_____
Alimony	_____	_____
Child support	_____	_____
Income from rent or sale of property	_____	_____
Periodic payments from lottery winnings	_____	_____
Regular recurring contributions from persons or agencies outside of household	_____	_____
Insurance policies	_____	_____
Severance pay	_____	_____
Other	_____	_____
2. Did you or any other members of the household file a federal tax return last year?	_____	_____
3. Are there any adult members of the household (18 years of age or older) receiving income not listed above?	_____	_____
If yes, specify the source of the income _____		

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#### B. Assets:

YES

NO

1. Do you or any other members of the household have any of the following:

Checking accounts

\_\_\_\_\_

\_\_\_\_\_

Savings accounts

\_\_\_\_\_

\_\_\_\_\_

Certificates of deposit

\_\_\_\_\_

\_\_\_\_\_

Money market funds

\_\_\_\_\_

\_\_\_\_\_

IRA/Keogh account

\_\_\_\_\_

\_\_\_\_\_

Stocks

\_\_\_\_\_

\_\_\_\_\_

Bonds

\_\_\_\_\_

\_\_\_\_\_

Treasury bills

\_\_\_\_\_

\_\_\_\_\_

Trust funds

\_\_\_\_\_

\_\_\_\_\_

If yes, is the trust irrevocable?

\_\_\_\_\_

\_\_\_\_\_

Real estate

\_\_\_\_\_

\_\_\_\_\_

Whole life or universal life insurance policy

\_\_\_\_\_

\_\_\_\_\_

Cash held in safety deposit boxes or home

\_\_\_\_\_

\_\_\_\_\_

Assets held in another state or foreign country

\_\_\_\_\_

\_\_\_\_\_

Other

\_\_\_\_\_

\_\_\_\_\_

2. Have you or any other members of the household received any lump sum payments, such as:

Inheritance

\_\_\_\_\_

\_\_\_\_\_

Lottery winnings

\_\_\_\_\_

\_\_\_\_\_

Insurance settlements

\_\_\_\_\_

\_\_\_\_\_

Other

\_\_\_\_\_

\_\_\_\_\_

3. Have you or any other household members disposed of any asset(s) for less than fair market value in the past two (2) years?

\_\_\_\_\_

\_\_\_\_\_

4. Do you or any other household members have any assets that are held jointly with another person?

\_\_\_\_\_

\_\_\_\_\_

#### DEDUCTIONS:

YES

NO

1. Are there any fulltime students 18 years of age or older in the household?

\_\_\_\_\_

\_\_\_\_\_

2. Is any household member elderly (age 62 or older) or a person with disabilities?

\_\_\_\_\_

\_\_\_\_\_

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3. Do you have medical expenses that are not paid for by an outside source such as insurance? \_\_\_\_\_
4. Do you have disability expenses that are not paid for by an outside source? \_\_\_\_\_  
If yes, is this service necessary to enable a family member (including the member with a disability) to be employed? \_\_\_\_\_
5. Do you have attendant care expenses? \_\_\_\_\_  
If yes, is this service necessary to enable a family member (including the member with a disability) to be employed? \_\_\_\_\_
6. Do you currently pay for childcare services for any children under the age of 13 residing in your household? \_\_\_\_\_  
If yes, is this service necessary in order for you to be employed or to attend school? \_\_\_\_\_  
If yes, are any of these expenses reimbursed by an outside source? \_\_\_\_\_

**Penalties for Committing Fraud:** The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:

- Evicted
- Required to repay all overpaid rental assistance you received
- Fined up to \$10,000
- Imprisoned for up to five years
- Prohibited from receiving future assistance

Your State and local governments may have other laws and penalties as well.

**By signing below I am certifying that I have completed this questionnaire and that the answers that I have given are true and complete to the best of my knowledge.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Head of Household Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Co-head of Household Date