

TENANT INCOME CERTIFICATION "Initial Certification"

HOUSEHOLD COMPOSITION

Hshld Mbr No.	Last Name	First Name	Middle Initial	Date of Birth (MM/DD/YYYY)

GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)

Hshld Mbr No.	[A] Employment or Wages	[B] Soc. Security/Pensions	[C] Public Assistance	[D] Other Income
TOTAL \$	\$	\$	\$	\$

Add totals from [A] through [D] above **TOTAL ANNUAL INCOME**
[E]

INCOME FROM ASSETS

Hshld Mbr No.	[F] Type of Asset	[G] Cash Value of Asset	[H] Annual Income from Asset
TOTALS		\$	\$

Enter Column [G] Total \$ _____ X Passbook Rate of .06% = [I] Imputed Income \$
TOTAL INCOME FROM ASSETS [J]

[K] Total Annual Household Income from all Sources (Add [E] + [J]) \$

HOUSEHOLD CERTIFICATION & SIGNATURES

Signature	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date		

DETERMINATION OF INCOME ELIGIBILITY

TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES From Item [K]:	\$
HOUSEHOLD SIZE AT MOVE-IN	#
Current Income Limit Per Family Size for Moderate Income Household	\$

Household Meets Income Restriction ..

Household Does Not Meet Income Restriction ``

INSTRUCTIONS FOR COMPLETING TENANT INCOME CERTIFICATION

GROSS ANNUAL INCOME

Complete a separate line for each income-earning member. List **each** respective household member number from Household Composition list. Include anticipated income only if documentation exists verifying such anticipated income. If any adult states zero-income, please note "zero" in the columns of the Gross Annual Income section.

- Column [A] Enter the annual amount of wages, salaries, tips, commissions, bonuses, and other income from employment distributed profits and/or net income from a business.
- Column [B] Enter the annual amount of Social Security, Supplemental Security Income, pensions, military retirement, etc.
- Column [C] Enter the annual amount of income received from public assistance (i.e., TANF, general assistance, disability, etc.).
- Column [D] Enter the annual amount of alimony, child support, unemployment benefits, or any other income regularly received by the household.
- Row [E] Add the totals from columns [A] through [D] above. Enter this amount.

INCOME FROM ASSETS

From the verification documentation obtained relating to each asset source, list the gross amount anticipated to be received during the twelve months from the effective date of the certification. If individual household member ownership of assets is provided, list the respective household member number from Household Composition and complete a separate line for each member.

- Column [F] List the type of asset (i.e., checking account, savings account, etc.)
- Column [G] Enter the cash value of the respective asset.
- Column [H] Enter anticipated annual income from the asset (i.e., savings account balance multiplied by annual interest rate).
- TOTALS Add the total of Column [G] and Column [H] respectively.

If the total in Column [G] is greater than \$5,000, you must do an imputed calculation of asset income. Enter the Total Cash Value, multiply by .06%, and enter the amount in [I] Imputed Income.

Row [J] Enter the greater of the totals from Columns [H] and [I]

Row [K] Total Annual Household Income from All Sources - Add [E] and [J] and enter the Total

HOUSEHOLD CERTIFICATION AND SIGNATURES

After all verifications of income and/or assets have been received and calculated, each household member age 18 or older must sign and date the Tenant Income Certification. For move-in, it is recommended that the Tenant Income Certification be signed no earlier than 5 days prior to the effective date of the certification.

DETERMINATION OF INCOME ELIGIBILITY

Total Annual Household Income Enter the number from item [K].

Household Size Enter the total number of anticipated household occupants, adults and minors.

Current Income Limits

Enter applicable income limit for appropriate household size from the current "Official State Income Limits" for San Benito County which can be obtained from [2026 State Income Limits](#) This table changes annually. Make sure the current table is used.

Eligibility

Check applicable box (1) meets income Restriction; or (2) does not meet income Restriction.

TABLE 1
MAXIMUM INCOME LIMITS AS OF
June 23, 2026

Number of Persons in Household

Number of Persons in Household	1	2	3	4	5
Moderate Income	\$117,750	\$134,600	\$151,450	\$168,250	\$181,700