

STUDENT AND RENT DECLARATION

To be used in place of annual recertification process once a household has completed the initial certification process as required.

Effective Date: _____	Move- in Date: _____
Development Name: _____	Building ID #: _____
Household Name: _____	Unit #: _____ Unit Size: _____
Unit Designation <input type="checkbox"/> 50% <input type="checkbox"/> 60%	

PART I: STUDENT STATUS

Last Name	First Name & Middle Initial	Relationship to Head of Household	Date of Birth (MM/DD/YY)	Age	Student Status (Full-time, Part-time, No)
		HEAD			
Total # of HH Mbrs = _____					

Has your household composition changed resulting in the vacancy of all original members? Yes No

Does your household contain all full-time students who have attended an educational institution for five or more months during the current and/or upcoming calendar year (months need not be consecutive)? Yes No

If yes, please indicate student qualifying exception and attach documentation:

- | | |
|---|---|
| <input type="checkbox"/> TANF Assistance | <input type="checkbox"/> Job Training Program |
| <input type="checkbox"/> Single parent/dependent child | <input type="checkbox"/> Married/joint return |
| <input type="checkbox"/> Former Foster Care participant | <input type="checkbox"/> None of the above |

I agree to notify management immediately if our household student status/household composition changes. I understand that changes in my household's student status/composition may affect my household's eligibility to participate in this program.

PART II: RENT

Effective Date	Tenant Paid Rent	Utility Allowance	Non-Optional Charges	Rental Assistance	Owner Rental Assistance	Gross Rent	Max. Rent Limit	Mgr and Tenant Initials*

**NOTE: Gross Rent changes supported by a HAP contract do not require manager or tenant initials.*

I hereby acknowledge that my net rent contribution has been reduced by the amount of the owner-based rental assistance.
 _____ (Please initial if applicable)

I certify under penalties of perjury that the above information is true and complete to the best of my knowledge and belief. I understand that false or incomplete income information is a violation of the terms of my lease and can be grounds for eviction.

Tenant's Signature: _____	Date: _____
Tenant's Signature: _____	Date: _____
Manager's Signature: _____	Date: _____

INSTRUCTIONS FOR COMPLETING Student and Rent Declaration

Effective Date	Enter the effective date of the certification.
Move-in Date	Enter the date the household took occupancy of the unit.
Development Name	Enter the name of the development.
Building ID #	Enter the building identification number assigned by the IRS Form 8609.
Household Name	Enter the full name of the Head of Household.
Unit #	Enter the unit number.
Unit Size	Enter the number of bedrooms in the unit.
Unit Designation	Check the appropriate rent restriction that the unit meets according to what is required by the set-aside(s) for this project.

PART I- STUDENT STATUS

List all occupants of the unit. State each household member's relationship to the head of household, the date of birth, age, and student status for each occupant.

Total No. of Household members: Total up the number of household members listed above. This is the total number of occupants in the unit. This number should also match the applicable lease agreement. If there are more than 5 occupants, use an additional sheet of paper to list the remaining household members and attach it to the certification.

PART II- RENT

Please list the current rent effective at certification and every gross rent change prior to the next scheduled certification.

Effective Date	Enter the effective date of the current rent and rent change.
Tenant Paid Rent	Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8 and FmHA).
Utility Allowance	Enter the utility allowance. If the owner pays all utilities, enter zero.
Other non-optional charges	Enter the amount of <u>non-optional</u> charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc.
Rental Assistance	Enter the amount of rent assistance, if any. If no rental assistance is given, insert "0".
Owner Rental Assistance	Enter the amount of rent assistance that is provided by the owner, if any. If owner-based rental assistance is given, insert "0".
Gross Rent	Enter the total of Tenant Paid Rent plus Utility Allowance, and other non-optional charges.
Max. Rent Limit	Enter the maximum allowable gross rent for the unit. Maximum gross rent is the rental amount listed on the applicable Income & Rent Limits Chart issued by MHC and effective for this certification period.
Mgr and Tenant Initial	Both the manager and the tenant(s) should initial each rent line. Gross Rent changes supported by a HAP contract do not require manager or tenant initials.

If the household receives owner rental assistance, please have the tenant(s) initial acknowledging that the contract rent was decreased by the amount specified.

CERTIFICATION AND SIGNATURES

Each household member age 18 or older, including emancipated minors, must sign and date the Student and Rent Declaration form.

The manager/ owner representative should sign and date this document immediately following execution by the resident(s).