



RENTS, TICS AND MORE

2024 MULTIFAMILY AFFORDABLE HOUSING CONFERENCE

Agenda

01

Examine the Tenant Income Certification (TIC) Forms and highlight areas with common errors

02

Review the Rental Schedule form

03

Tenant Income Certification submissions to PHFA and mitigate potential errors

Tenant Income Certification Review

Tenant Income Certification - TIC

The TIC used in this part of the training is for Move-Ins and full Annual Recertifications. Be sure to use the correct TIC for your scenario (Alternate if project consists of 100% low-income units; Transfer TIC if a tenant is transferring to another unit in the project).

Have a copy of the 8609(s) and Project History Form on-site to help with completing the TICs. Property Name, TC#, BIN#, Addresses, Unit Numbers, and # of Bedrooms must be completed and should match with the historical data on the 8609(s) and Project History Form.

Move-In and Full Recertification Tenant Income Certification Form

Page 1

TENANT INCOME CERTIFICATION										
<input type="checkbox"/> Initial Certification <input type="checkbox"/> Recertification <input type="checkbox"/> Other _____					Effective Date: _____					
					Move-in Date: _____					
					Current Date: _____					
Part I - Development Data										
Property Name: _____			County: _____		TC#: _____		BIN#: _____			
Address: _____					Unit Number: _____		# Bedrooms: _____			
Part II - HOUSEHOLD COMPOSITION										
HH Mbr #	Last Name	First Name & Middle Initial	Rel HH	Race *	Ethn *	Dsbs *	Gndr *	Date of Birth	F/T Student	Social Security Or Alien Reg. No.
1										
2										
3										
4										
<small>* Indicates responses are optional and intended for statistical use only.</small>										
Part III - GROSS ANNUAL INCOME (Use Annual Amounts)										
HH Mbr#	(A) Employment or Wages	(B) Social Security/Pensions	(C) Public Assistance	(D) Other Income						
Total	\$	\$	\$	\$	TOTAL INCOME (E):					\$
<small>Add Totals from (A) through (D) above</small>										
Part IV - INCOME FROM ASSETS										
Hshld Mbr#	(F) Type of Asset	(G) Ctl	(H) Cash Value of Asset	(I) Annual Income from Asset						
TOTALS:				\$						\$
		Enter Column (H) Total		Passbook Rate						
		If over \$5,000		\$ _____ x 0.4000 = (J) Imputed Income						\$
				Enter the greater of the total of Column I, or J: Imputed Income				TOTAL INCOME FROM ASSETS (K)	\$	
(L) Total Annual Household Income from all Sources [Add (E) + (K)]								\$		

HOUSEHOLD CERTIFICATION & SIGNATURES

The information on this form will be used to determine maximum income eligibility. I/We have provided for each person(s) set forth in Part II acceptable verification of current anticipated annual income. I/We agree to notify the landlord immediately upon any member of the household moving out of the unit or any new member moving in. I/We agree to notify the landlord immediately upon any member becoming a full-time student.

Under penalties of perjury, I/we certify that the information presented in this Certification is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of the lease agreement.

Signature	Date	Signature	Date
Signature	Date	Signature	Date

Be sure to input the correct address, unit number, and # of bedrooms. This can be found on the Project History Form.

This is the date the TIC was generated.

TENANT INCOME CERTIFICATION

Initial Certification Recertification Other _____

Effective Date:	01/01/2024
Move-in Date:	01/01/2024
Current Date:	12/31/2023

Part I - Development Data

Property Name:	Disney Apartments	County:	Montgomery	TC#:	2002-0633	BIN#:	PA2002-01633
Address:	123 Magic Way	Unit Number:	101	# Bedrooms:	2		

Part II - HOUSEHOLD COMPOSITION

HH Mbr #	Last Name	First Name & Middle Initial	Rel HH	Race *	Ethn *	Dsbs *	Gndr *	Date of Birth	F/T Student	Social Security Or Alien Reg. No.
1	Mouse	Mickey	H	12	N	N	M	03/25/1975	N	000-00-0000
2	Mouse	Minnie	S	1	D	N	F	06/22/1980	N	111-11-1111
3										
4										

Make sure Student Status is completed correctly. Most children ages 6 to 18 years old are full-time students.

This is often missed or incorrect. The information can be located on the 8609 and/or Project History Form.

Race, Ethnicity, Disabled – If the applicant does not wish to answer these questions, please see Instructions for Completing Tenant Income Certification for the correct code. The instructions immediately follow the TIC we have shared to our website, instructions beginning on page 3.

PART II - HOUSEHOLD COMPOSITION

List all occupants of the unit. State each household member's relationship to the head of household by using one of the following coded definitions:

- | | | |
|-----------------------|--------------------------------|-----------------------|
| H - Head of Household | S - Spouse | N - None of the above |
| A - Adult co-tenant | O - Other family member | |
| C - Child | F - Foster child(ren)/adult(s) | |
| L - Live-in caretaker | U - Unborn Child | |

Enter the race, ethnicity, disability status, and gender of each household member by using one of the following code definitions: (these fields are optional to the tenant)

Race:

- | | | |
|-------------------------------------|---------------------|----------------------------|
| 1. White | 7. Filipino | 13. Native Hawaiian |
| 2. Black/ African American | 8. Japanese | 14. Guamanian/ Chamorro |
| 3. American Indian/ Native American | 9. Korean | 15. Samoan |
| 4. Asian | 10. Vietnamese | 16. Other Pacific Islander |
| 5. Asian India | 11. Other Asian | 17. Other |
| 6. Chinese | 12. Native Hawaiian | 18. Decline to Answer |

- Choose all that apply

Ethnicity:

- | | |
|----------------------------|----------------------|
| Y - Hispanic or Latino | D- Decline to Answer |
| N - Not Hispanic or Latino | |

Disabled:

- | | |
|--|----------------------|
| Y - Disabled according to Fair Housing Act definitions | D- Decline to Answer |
| N - Not disabled according to Fair Housing Act definitions | |

Gender:

- M-Male
- F-Female

Enter the date of birth, student status, and social security number or alien registration number for each household member.

If there are more members than spaces, use an additional sheet of paper to list the remaining household members and attach it to the certification.

Part II - HOUSEHOLD COMPOSITION

name & initial	Rel HH	Race *	Ethn *	Dsbs *	Gndr *	Date of Birth
	H	1	N	N	M	03/25/
	S	18	D	N	F	06/22/

SSP should be listed under (C) Public Assistance

Part III - GROSS ANNUAL INCOME (Use Annual Amounts)				
HH Mbr#	(A) Employment or Wages	(B) Social Security/Pensions	(C) Public Assistance	(D) Other Income
1	15,450.50			
2		10,968.00	265.20	
Total	\$ 15,450.50	\$ 10,968.00	\$ 265.20	\$
Add Totals from (A) through (D) above			TOTAL INCOME (E):	\$ 26,683.70

Part IV - INCOME FROM ASSETS				
Hshld Mbr#	(F) Type of Asset	(G) C/I	(H) Cash Value of Asset	(I) Annual Income from Asset
1	Wells Fargo Ckg 1234	C	752.52	0.00
1	Wells Fargo Svg 5678	C	1,352.16	0.02
2	Wells Fargo Cky 0101	C	895.63	0.00
TOTALS:			\$ 3,000.31	\$ 0.02
Enter Column (H) Total If over \$5,000 \$ _____		Passbook Rate 0.4000	= (J) Imputed Income	\$ 0.00
Enter the greater of the total of Column I, or J: Imputed Income			TOTAL INCOME FROM ASSETS (K)	\$ 0.02
(L) Total Annual Household Income from all Sources [Add (E) + (K)]				\$ 26,683.72

Remember!
HH Members income/assets should each be listed separately. Verify if current or imputed value

New Passbook Rate effective 1/1/2024. Are you using the most up-to-date TIC?

Move-In and Full Recertification Tenant Income Certification Form

Page 2

PART V - DETERMINATION OF INCOME ELIGIBILITY		
TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES: From Item (L) on Page 1	<input type="text"/>	Household Meets Income Restriction at: <input type="checkbox"/> 60% <input type="checkbox"/> 50% <input type="checkbox"/> 40% <input type="checkbox"/> 30% <input type="checkbox"/> 20%
Current Income Limit per Family Size: _____	Household Income at Move-in: _____	Household Size at Move-in: _____
		RECERTIFICATION ONLY: Current Income Limit x 140% Household Income exceeds 140% at recertification: <input type="checkbox"/> Yes <input type="checkbox"/> No

PART VI - RENT	
Tenant Paid Rent _____ Utility Allowance _____	Rental Assistance Type: _____ Rent Assistance: _____ Other non-optional charges: _____
GROSS RENT FOR UNIT: (Tenant paid rent plus Utility allowance & Other non-optional charges)	Unit Meets Rent Restriction at: <input type="checkbox"/> 60% <input type="checkbox"/> 50% <input type="checkbox"/> 40% <input type="checkbox"/> 30% <input type="checkbox"/> 20%
Maximum Rent Limit for this unit: _____	

PART VII - STUDENT STATUS		
ARE ALL OCCUPANTS FULL-TIME STUDENTS? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, enter student explanation* (also attach documentation)	*Student Explanation: 0 - N/A Year 16-30 1 - TANF assistance 2 - Job Training Program 3 - Single parent/dependent child 4 - Married/joint return 5 - Foster Care

PART VIII - PROGRAM TYPE				
Mark the program(s) listed below (a. through e.) for which this household's unit will be counted toward the property's occupancy requirements. Under each program marked, indicate the household's income status as established by this certification/recertification.				
<input type="checkbox"/> a. Tax Credit See Part V above.	<input type="checkbox"/> b. HOME Income Status <input type="checkbox"/> ≤ 50% AMGI <input type="checkbox"/> ≤ 60% AMGI <input type="checkbox"/> ≤ 80% AMGI <input type="checkbox"/> OI**	<input type="checkbox"/> c. Tax Exempt Income Status <input type="checkbox"/> 50% AMGI <input type="checkbox"/> 60% AMGI <input type="checkbox"/> 80% AMGI <input type="checkbox"/> OI**	<input type="checkbox"/> d. PennHOMES Income Status <input type="checkbox"/> 20% AMGI <input type="checkbox"/> 40% AMGI <input type="checkbox"/> 50% AMGI <input type="checkbox"/> 60% AMGI <input type="checkbox"/> 80% AMGI <input type="checkbox"/> OI**	<input type="checkbox"/> e. PennHOMES/HOME Income Status <input type="checkbox"/> 20% AMGI <input type="checkbox"/> 40% AMGI <input type="checkbox"/> 50% AMGI <input type="checkbox"/> 60% AMGI <input type="checkbox"/> 80% AMGI <input type="checkbox"/> OI***
** Upon recertification, household was determined over-income (OI) according to eligibility requirements of the program(s) marked above.				

SIGNATURE OF OWNER/REPRESENTATIVE

Based on the representations herein and upon the proofs and documentation required to be submitted, the individual(s) named in part II of this Tenant Income Certification is/are eligible under the provisions of Section 42 of the Internal Revenue Code, as amended, and the Land Use Restriction Agreement (if applicable), to live in a unit in this property.

Signature of Owner/Representative

Date



Very Important!

If you are entering your TIC's manually into the web-entry system and you are printing the TIC for your file, you must confirm that all information on page 2 is correct.

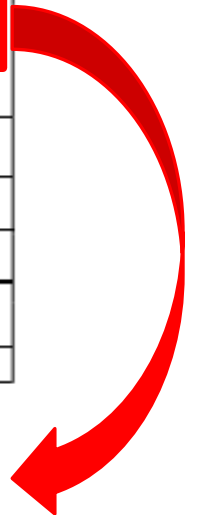
The PHFA system does not recognize your set asides.

PART V - DETERMINATION OF INCOME ELIGIBILITY

- Total Annual Household Income from all Sources** Enter the number from item (L).
- Current Income Limit per Family Size** Enter the Current Move-in Income Limit for the household size.
- Household income at move-in Household size at move-in** *For recertifications only.* Enter the household income from the move-in certification. On the adjacent line, enter the number of household members from the move-in certification.
- Household Meets Income Restriction** Check the appropriate box for the income restriction that the household meets according to what is required by the set-aside(s) for the property.
- Current Income Limit x 140%** *For recertifications only.* Multiply the Current Maximum Move-in Income Limit by 140% and enter the total. Below, indicate whether the household income exceeds that total. If the Gross Annual Income at recertification is greater than 140% of the current income limit, then the available unit rule must be followed.

PART V - DETERMINATION OF INCOME ELIGIBILITY		
TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES: From Item (L) on Page 1	26,683.72	RECERTIFICATION ONLY: Current Income Limit x 140%
Current Income Limit per Family Size:	35,720	
Household Meets Income Restriction at:	<input type="checkbox"/> 60% <input type="checkbox"/> 50% <input checked="" type="checkbox"/> 40% <input type="checkbox"/> 30% <input type="checkbox"/> 20%	Household Income exceeds 140% at recertification: <input type="checkbox"/> Yes <input type="checkbox"/> No
Household Income at Move-in:		Household Size at Move-in: _____

Recertification Only – Multiply the Current Maximum Move-in Income Limit by 140%. If income is greater than 140% the Available Unit Rule must be followed.



PART VI - RENT

- Tenant Paid Rent** Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).
- Rent Assistant Type** Enter the type/source of rent assistance
- Rent Assistance Amount** Enter the amount of rent assistance, if any.
- Utility Allowance** Enter the utility allowance. If the owner pays all utilities, enter zero.
- Other non-optional charges** Enter the amount of non-optional charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc.
- Gross Rent for Unit** Enter the total of Tenant Paid Rent plus Utility Allowance and other non-optional charges.
- Maximum Rent Limit for this Unit** Enter the maximum allowable gross rent for the unit.
- Unit Meets Rent Restriction at** Check the appropriate rent restriction that the unit meets according to what is required by the set-aside(s) for the property.

PART VI - RENT				
Tenant Paid Rent	435.00			
Utility Allowance	0.00			
GROSS RENT FOR UNIT: (Tenant paid rent plus Utility allowance & Other non-optional charges)				
435.00				
Maximum Rent Limit for this unit:	1,005			
Rental Assistance Type:	HCV			
Rent Assistance:	500.00			
Other non-optional charges:				
Unit Meets Rent Restriction at:				
<input type="checkbox"/> 60%	<input type="checkbox"/> 50%	<input checked="" type="checkbox"/> 40%	<input type="checkbox"/> 30%	<input type="checkbox"/> 20%

COUNTY	% OF MEDIAN	MEDIAN INC EFF. DATE	HOUSEHOLD SIZE									RENT LEVEL	RENTS ("*" DENOTES FMR RENT)							
			1 PERSN	2 PERSN	3 PERSN	4 PERSN	5 PERSN	6 PERSN	7 PERSN	8 PERSN	9 PERSN		SRO W/O K&B***	EFF/SRO	1 BDRM	2 BDRM	3 BDRM	4 BDRM	5 BDRM	6 BDRM
MONTGOMERY	20%	114,400	15,640	17,860	20,100	22,320	24,120	25,900	27,680	29,480	31,240	20%/FMR	811	391	418	502	580	647	714	781
	30%	6/15/2023	23,450	26,790	30,150	33,480	36,180	38,850	41,520	44,220	46,860	30%/FMR	811	586	628	753	870	971	1071	1171
	40%		31,280	35,720	40,200	44,640	48,240	51,800	55,360	58,960	62,480	40%/FMR	811	782	837	1005	1161	1295	1429	1562
	50%		39,100	44,650	50,250	55,800	60,300	64,750	69,200	73,700	78,100	50%/FMR	811	977	1046	1256	1451	1618	1786	1952
	60%		46,920	53,580	60,300	66,960	72,360	77,700	83,040	88,440	93,720	60%/FMR	811	1081	1218	1470	1741	1942	2143	2343



Use the PHFA portal to pull property specific income/rent limits.

If your property hasn't been issued an 8609, be sure you are pulling the correct program specific limits for your property.

PART VII - STUDENT STATUS

If all household members are full-time* students, check "yes." If at least one household member is not a full-time student, check "no."

If "yes" is checked, the appropriate exemption must be listed in the box to the right. If none of the exemptions apply, the household is ineligible to rent the unit. Option zero is available for projects in years 16-30, as student status no longer applies.

**Full time is determined by the school the student attends.*

PART VII - STUDENT STATUS		
ARE ALL OCCUPANTS FULL-TIME STUDENTS?	If yes, enter student explanation* (also attach documentation)	*Student Explanation: 0 - N/A Year 16-30 1 - TANF assistance 2 - Job Training Program 3 - Single parent/dependent child 4 - Married/joint return 5 - Foster Care
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>	

If all household members are full-time students, you must include a Student Explanation code.
This item is often missed!

PART VIII - PROGRAM TYPE

Mark the program(s) for which this household's unit will be counted toward the property's occupancy requirements. Under each program marked, indicate the household's income status as established by this certification/recertification. If the property does not participate in the HOME, Tax-exempt Bond, Affordable housing Disposition, or other housing program, leave those sections blank.

Tax Credit

See Part V above.

HOME

If the property participated in the HOME Program and the unit this household will occupy will count towards the HOME Program set-asides, mark the appropriate box indicating the household's designation.

Tax Exempt

If the property participates in the Tax-Exempt Bond Program, mark the appropriate box indicating the household's designation.

PennHOMES

If the property participates in the PHFA PennHOMES Program, and this household's unit will count towards the set-aside requirements, mark the appropriate box indicating the household's designation.

PennHOMES/HOME

If the property participates in the PHFA PennHOMES Program/ HOME Program, and the household's unit will count towards the set aside requirements, mark the appropriate box indicating the household's designation.

PART VIII - PROGRAM TYPE

Mark the program(s) listed below (a. through e.) for which this household's unit will be counted toward the property's occupancy requirements. Under each program marked, indicate the household's income status as established by this certification/recertification.

a. Tax Credit

See Part V above.

b. HOME

Income Status

- ≤ 50% AMGI
- ≤ 60% AMGI
- ≤ 80% AMGI
- OI**

c. Tax Exempt

Income Status

- 50% AMGI
- 60% AMGI
- 80% AMGI
- OI**

d. PennHOMES

Income Status

- 20% AMGI
- 40% AMGI
- 50% AMGI
- 60% AMGI
- 80%
- OI**

e. PennHOMES/HOME

Income Status

- 20% AMGI
- 40% AMGI
- 50% AMGI
- 60% AMGI
- 80%
- OI***

** Upon recertification, household was determined over-income (OI) according to eligibility requirements of the program(s) marked above.

This section is often missed or filled out incorrectly.

SIGNATURE OF OWNER/REPRESENTATIVE

It is the responsibility of the owner or the owner's representative to sign and date this document immediately following execution by the resident(s).

The responsibility of documenting and determining eligibility (including completing and signing the Tenant Income certification form) and ensuring such documentation is kept in the tenant file is extremely important and should be conducted by someone well trained in tax credit compliance.

These instructions should not be considered a complete guide on tax credit compliance. The responsibility for compliance with federal program regulations lies with the owner of the building(s) for which the credit is allowable.

SIGNATURE OF OWNER/REPRESENTATIVE
--

Based on the representations herein and upon the proofs and documentation required to be submitted, the individual(s) named in part II of this Tenant Income Certification is/are eligible under the provisions of Section 42 of the Internal Revenue Code, as amended, and the Land Use Restriction Agreement (if applicable), to live in a unit in this property.

Sally Smith

Signature of Owner/Representative

1/1/24

Date

Alternate Certification (Self-Cert) Tenant Income Certification Form

TENANT INCOME CERTIFICATION

Alternate Certification

Effective Date: _____
Move-in Date: _____
Current Date: _____

Part I - DEVELOPMENT DATA										
Property Name: _____				County: _____				TC#: _____		
Address: _____				BIN#: _____		Unit Number: _____		# Bedrooms: _____		
Part II - HOUSEHOLD COMPOSITION										
HH Mbr #	Last Name	First Name & Middle Initial	Rel HH	Race *	Ethn *	Dsbd *	Gndr *	Date of Birth	F/T Student	Social Security or Alien Reg. No.
1										
2										
3										
4										

* Indicates responses are optional and intended for statistical use only.

(L) Total Annual Household Income	_____
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HOUSEHOLD CERTIFICATION & SIGNATURES

The information on this form will be used to determine tax credit eligibility. I/We agree to notify the landlord immediately upon any new member moving in.

Under penalties of perjury, I/We certify that the information presented in this Certification is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of the lease agreement, with the exception of responses that are identified as optional.

Signature _____ Date _____ Signature _____ Date _____

Part VI - RENT	
Tenant Paid Rent _____	Rental Assistance Type _____
Utility Allowance _____	Rental Assistance _____
	Other non-optional charges _____
GROSS RENT FOR UNIT: (Tenant paid rent plus Utility allowance & Other non-optional charges)	Unit Meets Rent Restriction at:
_____	<input type="checkbox"/> 60% <input type="checkbox"/> 50% <input type="checkbox"/> 40% <input type="checkbox"/> 30% <input type="checkbox"/> 20%
Maximum Rent Limit for this Unit: _____	

Part VII - STUDENT STATUS		
ARE ALL OCCUPANTS FULL-TIME STUDENTS?	If yes, enter student explanation* (also attach documentation)	*Student Explanation: 0 - N/A Year 18 - 30 1 - TANF assistance 2 - Job Training Program 3 - Single parent/dependent child 4 - Married/joint return 5 - Foster Care
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	
SIGNATURE OF OWNER/REPRESENTATIVE		

Based on the representations herein and upon the proofs and documentation required to be submitted, the individual(s) named in part II of this Tenant Income Certification is/are eligible under the provisions of Section 42 of the Internal Revenue Code, as amended, and the Land Use Restriction Agreement (if applicable), to live in a unit in this property.

Signature of Owner/Representative

Date

Alternate TIC can be used if the project consists of 100% low-income units.

Remember – the tenant is self-certifying; no third-party verifications are required.



TENANT FILE CHECKLIST

ALTERNATE RECERTIFICATION

Property Name	
Head of Household	Unit Number

- Tenant Income Certification (TIC)
- [Zero Income Questionnaire](#), if applicable
- Certification of Student Status ([LIHTC and HOME](#), if applicable)
 - Verification of Student Status



Tenant File Checklist - Move In

Property Name	
Head of Household	Unit Number

- Tenant Income Certification (TIC)
- Income Verification and calculation worksheet and/or tapes
 - Verification of employment
 - Verification of unearned income (SS, SSI, TANF, pension, etc.)
 - Self-employment documentation
 - Child Support
 - [Recurring cash contribution\(s\)](#)
 - Other _____
 - [Zero Income Questionnaire](#), if applicable
- Verification of Assets and calculation worksheet and/or tapes
- [Disposal of Assets Certification](#)
- Certification of Student Status ([LIHTC and HOME](#), if applicable)
 - Verification of Student Status, if applicable
- Lease Agreement
 - [PHFA LIHTC Lease Addendum](#)
 - [PHFA LIHTC Lease Addendum Pertaining to Accessible Units](#), if applicable
 - VAWA Lease Addendum ([HUD-91067](#))
 - Lead-Based Paint Addendum, if applicable
 - Section 8 HAP Contract, if applicable
- Acknowledgment of Receipt of Documents
 - [PHFA Resident Notification Letter](#)
 - [Fair Housing Brochure](#)
 - Property Grievance Procedure
 - VAWA Documents:
 - Notice of Occupancy Requirements ([HUD-5380](#))
 - Certification of Domestic Violence Form ([HUD-5382](#))
- Application (date and time stamped)
- Race and Ethnicity Information
- [Proof of Age](#)
- Proof of Social Security Number (if required)
- Screening Documentation
 - Credit Screening
 - Criminal Background/Sex Offender Check
 - Landlord Verification
- Move in Inspection



TENANT FILE CHECKLIST

ANNUAL RECERTIFICATION

Property Name	
Head of Household	Unit Number

- Tenant Income Certification (TIC)
- Income Verification and calculation worksheet and/or tapes
 - Verification of employment
 - Verification of unearned income (SS, SSI, TANF, pension, etc.)
 - Self-employment documentation
 - Child Support
 - [Recurring cash contribution\(s\)](#)
 - Other _____
 - [Zero Income Questionnaire](#), if applicable
- Verification of Assets and calculation worksheet and/or tapes
- [Disposal of Assets Certification](#)
- Certification of Student Status ([LIHTC and HOME](#), if applicable)
 - Verification of Student Status, if applicable

**INSTRUCTIONS FOR COMPLETING
TENANT INCOME CERTIFICATION**

This form is to be completed by the owner or an authorized representative.

PART I - DEVELOPMENT DATA

Check the appropriate box for Initial Certification (move-in), Recertification (annual recertification), or Other. If Other, designate the purpose of the recertification (i.e., a unit transfer, a change in household composition, or other state-required recertification).

- Move-In Date** Enter the date the tenant has or will take occupancy of the unit.
- Effective Date** Enter the effective date of the certification. For move-in, this should be the move-in date. For annual recertification, this effective date should be no later than one year from the effective date of the previous (re)certification.
- Property Name** Enter the name of the development.
- County** Enter the county (or equivalent) in which the building is located.
- TC#** Enter the Tax Credit Identification number for the development.
- BIN#** Enter the Building Identification Number (BIN) assigned to the building (from IRS Form 8609).
- Address** Enter the address of the building.
- Unit Number** Enter the unit number.
- # Bedrooms** Enter the number of bedrooms in the unit.

PART II - HOUSEHOLD COMPOSITION

List all occupants of the unit. State each household member's relationship to the head of household by using one of the following coded definitions:

- | | | |
|-----------------------|--------------------------------|-----------------------|
| H - Head of Household | S - Spouse | N - None of the above |
| A - Adult co-tenant | O - Other family member | |
| C - Child | F - Foster child(ren)/adult(s) | |
| L - Live-in caretaker | U - Unborn Child | |

Enter the race, ethnicity, disability status, and gender of each household member by using one of the following code definitions: (these fields are optional to the tenant)

Race:

- | | | |
|-------------------------------------|---------------------|----------------------------|
| 1. White | 7. Filipino | 13. Native Hawaiian |
| 2. Black/ African American | 8. Japanese | 14. Guamanian/ Chamorro |
| 3. American Indian/ Native American | 9. Korean | 15. Samoan |
| 4. Asian | 10. Vietnamese | 16. Other Pacific Islander |
| 5. Asian India | 11. Other Asian | 17. Other |
| 6. Chinese | 12. Native Hawaiian | 18. Decline to Answer |

- Choose all that apply

Ethnicity:

- Y - Hispanic or Latino D- Decline to Answer
N - Not Hispanic or Latino

Disabled:

- Y - Disabled according to Fair Housing Act definitions D- Decline to Answer
N - Not disabled according to Fair Housing Act definitions

Gender:

- M-Male
F-Female

Enter the date of birth, student status, and social security number or alien registration number for each household member.

If there are more members than spaces, use an additional sheet of paper to list the remaining household members and attach it to the certification.

PART III - ANNUAL INCOME

See HUD Handbook 4350.3 for complete instructions on verifying and calculating income, including acceptable forms of verification.

From the third-party verification forms obtained from each income source, enter the gross amount anticipated to be received for the 12 months from the effective date of the (re)certification. Complete a separate line for each income-earning member. List the respective household member number from Part II.

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.

PART IV - INCOME FROM ASSETS

See HUD Handbook 4350.3 for complete instructions on verifying and calculating income from assets, including acceptable forms of verification.

From the third-party verification forms obtained from each asset source, list the gross amount anticipated to be received during the 12 months from the effective date of the certification. List the respective household member number from Part II 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 C (for current, if the family currently owns or holds the asset), or I (for imputed, if the family has disposed of the asset for less than fair market value within two years of the effective date of (re)certification).
Column (H)	Enter the cash value of the respective asset. Round to the nearest whole number (no decimals).
Column (I)	Enter the anticipated annual income from the asset (i.e., savings account balance multiplied by the annual interest rate). Round to the nearest whole number (no decimals).
TOTALS	Add the total of Column (H) and Column (I), respectively.
If the total in Column (H) is greater than \$5,000, you must do an imputed calculation of asset income. Enter the Total Cash Value, multiply by .06 percent and enter the amount in (J), Imputed Income.	
Row (K)	Enter the greater of the total in Column (I) or (J)
Row (L)	Total Annual Household Income from all Sources (Add (E) and (K) 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-ins, it is recommended that the Tenant Income Certification be signed no earlier than five days prior to the effective date of the certification.

PART V - DETERMINATION OF INCOME ELIGIBILITY

Total Annual Household Income from all Sources	Enter the number from Item (L).
Current Income Limit per Family Size	Enter the Current Move-in Income Limit for the household size.
Household Income at move-in Household size at move-in	For recertifications only. Enter the household income from the move-in certification. On the adjacent line, enter the number of household members from the move-in certification.
Household Meets Income Restriction	Check the appropriate box for the income restriction that the household meets according to what is required by the set-aside(s) for the property.

Current Income Limit x 140%

For recertifications only. Multiply the Current Maximum Move-in Income Limit by 140% and enter the total. Below, indicate whether the household income exceeds that total. If the Gross Annual Income at recertification is greater than 140% of the current income limit, then the available unit rule must be followed.

PART VI - RENT**Tenant Paid Rent**

Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).

Rent Assistant Type

Enter the type/source of rent assistance

Rent Assistance Amount

Enter the amount of rent assistance, if any.

Utility Allowance

Enter the utility allowance. If the owner pays all utilities, enter zero.

Other non-optional charges

Enter the amount of non-optional charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc.

Gross Rent for Unit

Enter the total of Tenant Paid Rent plus Utility Allowance and other non-optional charges.

Maximum Rent Limit for this Unit

Enter the maximum allowable gross rent for the unit.

Unit Meets Rent Restriction at

Check the appropriate rent restriction that the unit meets according to what is required by the set-aside(s) for the property.

PART VII - STUDENT STATUS

If all household members are full-time* students, check "yes." If at least one household member is not a full-time student, check "no."

If "yes" is checked, the appropriate exemption must be listed in the box to the right. If none of the exemptions apply, the household is ineligible to rent the unit. Option zero is available for projects in years 16-30, as student status no longer applies.

**Full time is determined by the school the student attends.*

PART VIII - PROGRAM TYPE

Mark the program(s) for which this household's unit will be counted toward the property's occupancy requirements. Under each program marked, indicate the household's income status as established by this certification/recertification. If the property does not participate in the HOME, Tax-exempt Bond, Affordable housing Disposition, or other housing program, leave those sections blank.

Tax Credit

See Part V above.

HOME

If the property participated in the HOME Program and the unit this household will occupy will count towards the HOME Program set-asides, mark the appropriate box indicating the household's designation.

Tax Exempt

If the property participates in the Tax-Exempt Bond Program, mark the appropriate box indicating the household's designation.

PennHOMES

If the property participates in the PHFA PennHOMES Program, and this household's unit will count towards the set-aside requirements, mark the appropriate box indicating the household's designation.

PennHOMES/HOME

If the property participates in the PHFA PennHOMES Program/ HOME Program, and the household's unit will count towards the set aside requirements, mark the appropriate box indicating the household's designation.

SIGNATURE OF OWNER/REPRESENTATIVE

It is the responsibility of the owner or the owner's representative to sign and date this document immediately following execution by the resident(s).

The responsibility of documenting and determining eligibility (including completing and signing the Tenant Income certification form) and ensuring such documentation is kept in the tenant file is extremely important and should be conducted by someone well trained in tax credit compliance.

These instructions should not be considered a complete guide on tax credit compliance. The responsibility for compliance with federal program regulations lies with the owner of the building(s) for which the credit is allowable.

RUN DATE: 04/23/2024

RENTAL SCHEDULE FOR LOW INCOME/MARKET RATE UNITS
COMPLIANCE YEAR 2023

PROJECT:

TAX CREDIT#:

BLDG #	UNIT #	# BRs	(A) MR/LI MGR	(B) MIU-H/V	TENANT NAME	(C) Y/N	(D) E/G/R	# MBRs	MOVE IN DATE	EFFECTIVE DATE	MOVE OUT DATE	TOTAL ANNUAL INCOME	TNT PAID RENT	UTL ALLOW	(E) RNT ASST TYP/AMT	GROSS RENT	(F) REN 20%	TTL TNT PMT
1	200	2	LI				N/F/5	2	09/27/2021	09/01/2023	10/18/2023	10,944	87	188	/\$739	1014	N	275
1	204	2	LI				N/F/5	2	12/20/2022	06/30/2023	06/30/2023						N	
1	204	2	LI				N/F/5	3	09/12/2023	09/12/2023		10,749		188	/\$826	1014	N	188
1	208	2	LI				N/F/5	3	02/07/2023	02/07/2023		15,025	135	188	/\$691	1014	N	323
1	212	2	LI				N/F/3	3	10/21/2022	10/01/2023			10	188	PB/\$816	1014	N	198
1	216	2	LI			N	N/F/3	4	09/15/2022	04/11/2023	04/11/2023						N	
1	220	2	LI				N/F/35	3	10/20/2022	02/28/2023	02/28/2023						N	
1	224	2	LI				N/F/5	3	04/12/2022	04/01/2023		2		188	/\$826	1014	N	188
1	228	2	LI				Y/F/5	3	12/21/2020	01/01/2023		1,968		188	PB/\$826	1014	N	188
2	201	2	LI				Y/F/5	2	11/05/2021	11/01/2023		21,415	359	188	V/\$467	1014	N	547
2	205	2	LI				Y/F/5	2	08/03/2022	06/19/2023	06/19/2023						N	
2	205	2	LI				Y/F/5	2	08/07/2023	08/07/2023		30,846	271	188	V/\$555	1014	N	459
2	209	2	LI				N/M/5	2	11/23/2021	11/01/2023		11,069	130	188	/\$696	1014	N	318
2	213	2	LI				N/F/5	3	01/01/2016	01/01/2023		3,420		188	/\$826	1014	N	188
2	217	2	LI				N/F/5	3	11/30/2011	09/05/2023	09/05/2023						N	
2	221	2	LI				/F/	3	02/28/2023	02/28/2023				188	V/\$826	1014	N	188
2	225	2	LI				N/F/5	2	08/30/2022	09/01/2023		11,233	71	188	PB/\$755	1014	N	259
2	229	2	LI				N/F/5	2	08/16/2021	01/12/2023	01/12/2023						N	
2	229	2	LI				Y/M/3	3	08/01/2023	08/01/2023		10,968	536	188	V/\$290	1014	N	724
3	233	2	LI				N/F/5	2	07/01/2023	07/01/2023		36,240	420	188	/\$406	1014	N	608
3	237	2	LI				N/M/5	2	05/12/2023	05/12/2023		27,398	826	188		1014	N	1014
3	241	2	LI				N/F/5	4	02/01/2017	02/01/2023	05/31/2023			188	/\$826	1014	N	188
3	245	2	LI				N/F/5	1	11/01/2019	06/02/2023	06/02/2023						N	
3	249	2	LI				N/F/3	2	03/03/2022	03/01/2023				188	V/\$826	1014	N	188
3	253	2	LI				N/F/5	1	09/13/2022	09/01/2023		16,860	826	188		1014	N	1014
3	257	2	LI				N										N	
3	261	2	LI	MIU			N/F/5	1	11/01/2019	11/01/2023		11,477	128	188	PB/\$698	1014	N	316

(A) MR = Market Rate Unit, LI = Low Income Unit, MGR = Manager Unit

(B) MIU = Mobility Impaired Units; H/V = Hearing/Vision Unit

(C) If a member of the household needs the accessible features Y = Yes or N = No

(D) E = Ethnicity: Hispanic or Latino (Y) Yes (N) No

G = Gender: (M) Male (F) Female

R = Race (1) American Indian or Alaska Native, (2) Asian, (3) Black or African American, (4) Native Hawaiian or Other Pacific Islander, (5) White

(E) V = Voucher, IS = Internal Subsidy, PB = Project Based

(F) Unit rent is at 20% of the Area Median Income (Y) Yes (N) No

- This report is generated from the TICs you entered in the web entry system.
- This report can be reviewed at anytime.
- If changes need to be made, adjustments may need to be made to the TICs that were entered.

Tenant Income Certification Entry

Login Screen

- From the login screen, enter the
 - Enter Owner ID
 - Username
 - Password
- To gain access, or for account issues, email multifamilysupport@phfa.org



PHFA Multifamily Housing

MENU

■ Sign In

Please login to access MULTIFAMILY at PHFA.

Owner ID :

User Name :

Password :

Sign In

Recover Password

TIC Entry

- TIC Entry- the process of manually entering TIC's into the Web Entry System.
- This option may be required when TIC's cannot upload correctly in the system, or a correction is needed after an upload is completed.
- Select, TIC Entry to begin the process of entering a TIC.

Welcome, Justin Eden

MENU

- ▢ Tax Credit
 - Income/Rent Limits
 - Owner Cert
 - Rental Sch
 - **TIC Entry**
 - TIC Import
- Edit Account
- Sign Out
- Contact

Welcome to PHFA Multifamily Housing.

UPDATE 1/17/2024 - For Web Entry Account Issues, please email request to multifamilywebsitesupport@phfa.org

UPDATE as of 11/3/2023 - PHFA is postponing the implementation of HOTMA scheduled for 1/1/2024 . HOTMA Implementation date To Be Determined. Please check back periodically for updates.

Effective immediately, PHFA no longer requires third-party verifications for Safe Harbor TICs.

Please reach out to your assigned Tax Credit Officer or Housing Management Rep with any questions.

TIC Entry

- Select the property, you can also enter the TC number
- Select the Building
- Select the unit

Tenant Income Certification

Please select a Housing Unit (Property, Building, Unit) to continue.

[Redacted]				
TC [] - [] Retrieve				
Select	1130 Latona Street	1130 Latona St	Philadelphia , PA 19147-5025	TC1994-128
Select	13 Saint Asaphs Road	13 St Asaphs Rd	Bala Cynwyd , PA 19004-2402	TC1995-60
Select	1301 North 8Th Street	1301 North 8Th St	Philadelphia , PA 19122-4201	TC2019-806
Select	1315 North 8Th St	1315 N 8Th St	Philadelphia , PA 19122-0000	TC2017-107

Building Selection				
Bldg#: [] Retrieve				
Select	Bldg#: 1	[Redacted]	Douglasville , PA 19518-1840	


Housing Unit Selection				
Unit#: [] Retrieve				

Certification Types

- Move-In- cannot process a move-in to an occupied unit; process vacancy first
- Annual Recertification- Can only be processed using exact date of move-in or first day of same month as move-in
- Interim- Can be used to add new household member
- Vacancy- process before a move-in
- **Transfer (Different Building)- Only allowed if part of a multiple building project. If not, it would be treated as a move out, then a new move-in to another building.
- Transfer (Same building)- Self Explanatory

Create New Tenant Income Certification

Certification Type: **Must Select** ▼

Effective Date: 


Unit Type: Low Income Market Rate

Effective Date/ Unit Type

- Effective Date- Date of Move-In or any date reflective of tenant occupancy. EXCEPTION – Existing tenants at time of acquisition would use the acquisition placed – in service date.
- Unit Type- Be sure to select Low Income or Market Rate. Sometimes when uploading, this field is not completed due to failure to transfer all data over.

Create New Tenant Income Certification

Certification Type: ▼

Effective Date: 

Unit Type: Low Income Market Rate

TIC/Part I

- Complete all sections in development data

TENANT INCOME CERTIFICATION

Certification Type: **Annual Recertification** Effective Date: 12/1/2023
Move-In Date: 12/01/2001
Entry Date: 4/23/2024

Part I - DEVELOPMENT DATA

Property Name : ██████████ County : PHILADELPHIA

TC# : ██████████ BIN# : ██████████ Bldg# : 1

Address : 1130 Latona St Unit Number : 1130 # Bedrooms : 3

Is the unit equipped with Mobility Impaired or Hearing/Vision Impaired features?

Mobility Impaired Hearing/Vision Impaired Both None

Does a member need the accessible features.

Yes No

Is this a Managers Unit ?

Yes No

Limit Type to be used for compliance:

Tax Credit

TIC/Part III & IV

- Complete all sections in gross annual income and income from assets

Part III - GROSS ANNUAL INCOME (Rounded to nearest dollar, round up at \$.50)					
	HH Mbr#	Employment or Wages (A)	Social Security/Pensions (B)	Public Assistance (C)	Other Income (D)
Clear	1	25000	0	0	0
Totals:		25000	0	0	0
Total Income (E):					\$25,000.00
Add New Row	Recalculate				
Part IV - INCOME FROM ASSETS (Rounded to nearest dollar, round up at \$.50)					
	HH Mbr#	Type of Asset (F)	Current or Imputed (G)	Cash Value of Asset (H)	Annual Income from Asset (I)
Clear	1	Checking Account	Current <input type="button" value="v"/>	7000	
Totals:				7000	0
Total Cash Value of Assets (H) if over \$5,000			7000 x	Passbook Rate (0.06%) = (J) Imputed Income	4
Enter the greater of the total of Column I, or J: Imputed Income				Total Income from Assets(K)	4
Add New Row	Recalculate				
(L) Total Annual Household Income from all Sources [Add (E) + (K)]:					\$25,004.00
HOUSEHOLD CERTIFICATION & SIGNATURES					

TIC/Part V and VI

- Complete all sections of income eligibility and rent
- Notice the system automatically populates the current income limit per family size too
- In the rent section, it displays the gross rent for the unit and the max rent

Part V - DETERMINATION OF INCOME ELIGIBILITY

TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES: From Item (L) on Page 1	\$25,004.00	Household Meets Income Restriction at:	<input type="checkbox"/> 60% <input type="checkbox"/> 50% <input checked="" type="checkbox"/> 40% <input type="checkbox"/> 30% <input type="checkbox"/> 20% <input type="checkbox"/> %	RECERTIFICATION ONLY: Current Income Limit x 140% \$67,284.00 Household Income exceeds 140% at recertification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Current Income Limit per Family Size:(60%)	\$48,060.00	Household Income at Move-in:	\$19,000.00	Household Size at Move-in: 1

Part VI - RENT (Rounded to nearest dollar, round up at \$.50)

Tenant Paid Rent	690	Rent Assist. Type:	Project Based Section 8
Utility Allowance	165	Rent Assistance:	500
GROSS RENT FOR UNIT:(Tenant paid rent plus Utility allowance & Other non-optional charges)	\$855.00	Other non-optional charges:	0
Maximum Rent Limit for this unit:	\$1,785.00	Unit Meets Rent Restriction at:	<input type="checkbox"/> 60% <input type="checkbox"/> 50% <input type="checkbox"/> 40% <input checked="" type="checkbox"/> 30% <input type="checkbox"/> 20% <input type="checkbox"/> %

TIC/Part VII and VIII

- Student Status- The household cannot be occupied by all students. However, there are exceptions, and the student explanation code needs to be included.
- Program Type- Be sure to select the correct program type(s) so the system can generate the AMGI.

Part VII - STUDENT STATUS

ARE ALL OCCUPANTS FULL-TIME STUDENTS?
 Yes No

If yes, enter student explanation* (also attach documentation)

*Student Explanation (0-5)

*Student Explanation:
 0 - N/A Year 16 - 30
 1 - TANF assistance
 2 - Job Training Program
 3 - Single parent/dependent child
 4 - Married/joint return
 5 - Foster Care

Part VIII - PROGRAM TYPE

Mark the program(s) list below (a. through e.) for which this household's unit will be counted toward the property's occupancy requirements. Under each program marked, indicate the household status as established by this certification/recertification.

<input checked="" type="checkbox"/> a. Tax Credit	<input type="checkbox"/> b. HOME	<input type="checkbox"/> c. Tax Exempt	<input type="checkbox"/> d. PennHOMES	<input type="checkbox"/> e. PennHOMES/HOME
See Part V above	Income Status	Income Status	Income Status	Income Status
	<input type="checkbox"/> <=50% AMGI	<input type="checkbox"/> 50% AMGI	<input type="checkbox"/> <=20% AMGI	<input type="checkbox"/> <=20% AMGI
	<input type="checkbox"/> <=60% AMGI	<input type="checkbox"/> 60% AMGI	<input type="checkbox"/> <=40% AMGI	<input type="checkbox"/> <=40% AMGI
	<input type="checkbox"/> <=80% AMGI	<input type="checkbox"/> 80% AMGI	<input type="checkbox"/> <=50% AMGI	<input type="checkbox"/> <=50% AMGI
	<input type="checkbox"/> OI**	<input type="checkbox"/> OI**	<input type="checkbox"/> <=60% AMGI	<input type="checkbox"/> <=60% AMGI
			<input type="checkbox"/> <=80% AMGI	<input type="checkbox"/> <=80% AMGI
			<input type="checkbox"/> OI**	<input type="checkbox"/> OI**

Signature Section

- The box needs checked certifying to the statement.
- Save/Submit- Be sure to submit TIC's when complete. If it is only saved, it will appear as if a TIC was not completed for the year.

SIGNATURE OF OWNER/REPRESENTATIVE

By checking the box, I certify subject to the penalties of perjury that I have obtained and will maintain on file the original signatures of the Tenants and all necessary supporting documentation. Based on the representations made herein and upon the proofs and documentation required to be submitted, the individual(s) named in part II of this Tenant Income Certification is/are eligible under the provisions of Section 42 of the Internal Revenue Code, as amended, and the Land Use Restriction Agreement (if applicable), to live in a unit in this property.

Annual Recertification Passed Validation, ready to save and print.

Print Tenant Income Certification Form after it is Edited.

Save

Submit

Re-Select Unit/Transaction

Pennsylvania Housing Finance Agency

TIC History (After Submission)

- Once completed, you will see your most current TIC entered under “Tenant Income Certification History”. If a mistake was made, it can be revised but not deleted. If the TIC needs deleted, contact PHFA to remove the Cert.

Selected Property/Building/Unit

Property Name : [REDACTED]

TC# : [REDACTED] BIN# : PA94-00128 Bldg# : 1

Address : [REDACTED] Unit Number : 1130 # Bedrooms : 3

Last Tenant Income Certification

Last Transaction : Annual Recertification Effective Date : 12-01-2023

Tenants

WILSON	JOHN	Head of Household
--------	------	-------------------

Tenant Income Certification History

Display	Revise	12/01/2023	Annual Recertification
Display	Revise	12/01/2015	Annual Recertification
Display	Revise	12/01/2014	Annual Recertification
Display	Revise	12/01/2013	Annual Recertification
Display	Revise	12/01/2012	Annual Recertification
Display	Revise	12/01/2011	Alternate Certification

Tenant Income Certification Import


TIC Import

- Create XML file from your software vendors program and save to a folder
- In Web Entry System, select “TIC Import”
- Select, choose file, then upload the XML file saved.

MENU

- [-] Tax Credit
 - Income/Rent Limits
 - Owner Cert
 - Rental Sch
 - TIC Entry
 - TIC Import
 - Edit Account
 - Sign Out
 - Contact

Submit Tenant Income Certifications to PHFA via Vendor File.

Instructions 

*NAHMA standard version 5.0 currently supported.
[View list of valid Property, Building and Units.](#)

Choose File No file chosen


Clear

Submit Tenant Income Certifications to PHFA

TIC Import Common Errors

- NAHMA standard version 5
 - Currently PHFA is running on version 5, any previous versions will not pass validation and the following error will occur.
- Contact your software vendor to create your XML on version 5 to proceed

Submit Tenant Income Certifications to PHFA via Vendor

Instructions 

*NAHMA standard version 5.0 currently supported.
[View list of valid Property, Building and Units.](#)

Choose File No file chosen Clear


Submit Tenant Income Certifications to PHFA

XML Schema Validation: **Version not supported.**

TIC Import Common Errors

- XML Data Validation (in red) shows 1 record failed, and 361 records passed.
 - The error displays when there is already a TIC in the system for the exact TIC you are trying to upload.
 - Be sure to check the Web Entry System for the most recent TIC entered

Submit Tenant Income Certifications to PHFA via Vendor File.

Instructions 

*NAHMA standard version 5.0 currently supported.
[View list of valid Property, Building and Units.](#)

Choose File No file chosen Clear

Submit Tenant Income Certifications to PHFA

XML Schema Validation: **SUCCEEDED, Version: 5.0**

XML Data Validation: **1 records Failed 361 records Passed.**

Project / Bld / Unit / Event	Error
15-0110 / PA15-02110 / 1421 / 05-01-2017 / R	This Project, Building, Unit already has an Event on this date.

TIC Import Common Errors

- The project, building and unit number must be correct on the TIC to ensure it validates in the PHFA system

The screenshot displays the PHFA Multifamily Housing web interface. At the top, the logo and name 'PHFA Multifamily Housing' are visible. Below the logo, a dark blue banner reads 'Welcome, Maria Lattimore'. A left-hand navigation menu is titled 'MENU' and includes categories like Finance, Housing Services, and Tax Credit, with sub-items such as 'TIC Import'. The main content area is titled 'Submit Tenant Income Certifications to PHFA via Vendor File.' and contains instructions, a file upload section with a 'Choose File' button and a 'Submit Tenant Income Certifications to PHFA' button, and validation results. The validation results show 'XML Schema Validation: SUCCEEDED, Version: 5.0' and 'XML Data Validation: 1 records Failed 0 records Passed.' Below this is a table with two columns: 'Project / Bld / Unit / Event' and 'Error'. The table contains one row with the error message: 'Building number is missing or in wrong format expecting PA## ##### (Ex: PA08-01234), received : 1'. At the bottom of the main content area, it says 'Upload Results: 0 records Rejected. 0 records Accepted.' The footer of the page reads 'Pennsylvania Housing Finance Agency'.

PHFA Multifamily Housing

Welcome, Maria Lattimore

MENU

- Finance
 - Financial Information Statement Entry
- Housing Services
 - Supportive Services
- Tax Credit
 - Income/Rent Limits
 - Owner Cert
 - Rental Sch
 - TIC Entry
 - TIC Import
 - Edit Account
 - Sign Out
 - Contact

Submit Tenant Income Certifications to PHFA via Vendor File.

Instructions ?
*NAHMA standard version 5.0 currently supported.
[View list of valid Property, Building and Units.](#)

Choose File No file chosen Clear

Submit Tenant Income Certifications to PHFA

XML Schema Validation: **SUCCEEDED, Version: 5.0**

XML Data Validation: **1 records Failed 0 records Passed.**

Project / Bld / Unit / Event	Error
2019-108 / 1	Building number is missing or in wrong format expecting PA## ##### (Ex: PA08-01234), received : 1

Upload Results: **0 records Rejected. 0 records Accepted.**

Pennsylvania Housing Finance Agency

TIC Import Common Errors

- Acceptable income Types
 - Employment or Wages
 - Social Security/Pension
 - Public Assistance
 - Other Income

Submit Tenant Income Certifications to PHFA

XML Schema Validation: FAILED, Version: 5.0

Error Description
The 'IncomeType' attribute has an invalid value according to its data type.
The 'IncomeType' attribute has an invalid value according to its data type.
The 'IncomeType' attribute has an invalid value according to its data type.
The 'IncomeType' attribute has an invalid value according to its data type.
The 'IncomeType' attribute has an invalid value according to its data type.

[1](#) [2](#)

XML Data Validation:

Project / Bid / Unit / Event	Error
The 'IncomeType' attribute has an invalid value according to its data type.	The 'IncomeType' attribute has an invalid value according to its data type.
The 'IncomeType' attribute has an invalid value according to its data type.	The 'IncomeType' attribute has an invalid value according to its data type.
The 'IncomeType' attribute has an invalid value according to its data type.	The 'IncomeType' attribute has an invalid value according to its data type.
The 'IncomeType' attribute has an invalid value according to its data type.	The 'IncomeType' attribute has an invalid value according to its data type.
The 'IncomeType' attribute has an invalid value according to its data type.	The 'IncomeType' attribute has an invalid value according to its data type.

[1](#) [2](#)

Upload Results:

Error processing XML file.

QUESTIONS

