

Key Program PBRA: Rent and Subsidy Calculation Worksheet
for use with 2016 State-Mandated Set-Asides Income & Rent Limits

Date: _____ Unit Number: _____ Property Name: _____ Agency # _____

Tenant Name (Last, First (MI): _____

Last 4 digits of SS# for tenant with Letter of Referral: _____

1. Number of Bedrooms in Unit: _____ Monthly Payment Standard (from list below): \$ _____

Monthly Payment Standard (approved rent for unit)

| | | | |
|----------------------|--------------|-------------------------|--------------|
| SRO..... | \$300 | Two (2) Bedroom..... | \$600 |
| Efficiency..... | \$470 | Three (3) Bedroom | \$690 |
| One (1) Bedroom..... | \$500 | Four (4) Bedroom | \$770 |

2. Household's Gross Annual Income (from tenant income cert): \$ _____

3. 50% Area Median Income Limit based on household size: \$ _____

4. At initial move-in, if income on line 2 is greater than line 3, **STOP HERE**.

Household may not be eligible for Key Assistance. (Contact your Regional Housing Coordinator.)

Properties with HUD SHP Capital or Operating Assistance or properties where all units are HOME should skip #5 & #6 and enter the tenant payment from the HUD calculation worksheet directly on #7. All others should proceed to #5.

5. Household's Gross Monthly Income (line 2 divided by 12): \$ _____

Number of Household Members:*

Does the number of household members above include a Live-In Aide? ___yes ___no

| Unit Size | Household Size | Percent of Income (Resident pays any utilities) | Percent of Income (Owner pays all utilities) |
|----------------------------------|-------------------------|--|---|
| SRO, Efficiency, One (1) Bedroom | minimum of 1 persons | 25% | 30% |
| Two (2) Bedroom | minimum of 2 persons ** | 20% | 30% |
| Three (3) Bedroom | minimum of 4 persons | 15% | 30% |
| Four (4) Bedroom | minimum of 6 persons | 10% | 30% |

*If the number of household members is less than the minimum listed above, **STOP HERE**. Household may not be eligible for Key Assistance. (Contact your Regional Housing Coordinator.)

**Single person households may rent two-bedroom units only at properties built without one-bedroom units. In these cases, the tenant rent share is 25% of income when the tenant pays utilities.

6. Insert Appropriate Percentage (from above):%

7. **Tenant's Monthly Portion of Payment Standard** (line 5 x line 6):\$ _____
 This amount is the tenant rent inserted on the Key lease addendum. Please round to nearest dollar.

8. **Monthly Unit Subsidy** (line 1 – line 7):\$ _____
 List this amount on the monthly Payment Requisition.

Key Assistance Effective Date.....