INSTRUCTIONS FOR COMPLETING NCHFA SHDP QUALIFIED TENANT ROLL

1. Unit #, Bedroom # Bed #  Enter the unit number, bedroom number, bed number (applicable reference).

2. Unit Type  1 bedroom, 2 bedroom.

3. Event Date/mm/dd/yy  Date of the event/month/date/year.

4. Event Type MI/R/T/MO  Event Type Move In/Recertification/Transfer Move Out.

5. Name of Head of Household  Last Name of Head of Household, First Initial (or other identifier).

6. HOH Race  Head of Household Race.

7. HOH Gender  Head of Household Gender.

8. # of Occupants  Number of Occupants.

9. Gross Annual Income  Gross Annual Income (See HUD Handbook 4350.3 Rev. 1, Chapter 5, for complete instructions on verifying & calculating income, including acceptable forms of verification).

10. Income Limit (30%, 50%, etc.)  Income limit for the property (located in the Commitment Letter 8.7).

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

12. Asst Payment  Enter the amount of rent assistance, if any.

13. Utility Allowance  Enter the utility allowance. (If the owner pays all utilities enter zero.)

14. Total Housing Expense  Enter the total Tenant Paid Rent plus utility allowance

15. Rent paid to owner  Amount of rent paid to owner

16. Income Eligible  Owner determines (Yes or No)

17. Program Eligible  NCHFA determines and completes