<table>
<thead>
<tr>
<th>REA #</th>
<th>Income Source</th>
<th>Required Verification Documentation</th>
<th>Count as income</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,2</td>
<td>Employment</td>
<td>MFTE/IZ Employment Verification or printout from an employment verification company showing spouse's salary information.</td>
<td>GROSS INCOME, including annual wages/salary, overtime, bonuses, commissions, tips. It is not acceptable to use net amounts after taxes or otherwise remove bonuses, tips or overtime to increase chances of eligibility. Bonuses anticipated or received historically are projected forward. If tips are received but employer does not provide number, assume 20% of income. Use higher of annualized periodic income and annualized YTD income. Exceptions to using the YTD figure are allowable only in cases of truly sporadic or seasonal income and with prior approval from the Office of Housing.</td>
<td>Form completed by applicant’s employer(s). Resident must sign Employment Verification Form. Property will fax, mail, or email directly to each employer. All fields must be entered by employer, staff are expected to follow up on missing information. Include self-addressed envelope if mailing. If employer has outsourced employment verification, it is acceptable to pass on the expense to resident if they approve. If two attempts have been made to obtain form and no response from employer within 14 days from original submittal date, document on file. It is then acceptable to obtain 6 most recent consecutive paystubs from applicant. Ensure that YTD begin date is correct - date is not necessarily 1/1/20XX, but may begin in the previous calendar year if the pay period began during that time.</td>
</tr>
<tr>
<td>3</td>
<td>Self-employment</td>
<td>MFTE/IZ Self-Employment Verification Form, include signed and completed most recent federal income tax return (1040) with schedules or Profit and Loss statement (for new businesses only that do not have 12 months covered on tax return).</td>
<td>Net income from operation of business or profession, including any cash withdrawals.</td>
<td>Form and documentation completed and submitted by applicant. Do not deduct depreciation, payments to expand business, or principal payments on debt. Count salaries, cash or assets withdrawn by family members except when reimbursement of investment in business.</td>
</tr>
<tr>
<td>4</td>
<td>Employment from online sources (ebay, Etsy, Twitch, etc)</td>
<td>This is considered Self Employment. Follow the directions above. If applicant doesn’t file taxes as self employed obtain 6 months of statements from each online income source.</td>
<td>Annualize the deposits made over the 6 months period of statements.</td>
<td>For net income to be considered the applicant must file or intend to file federal income return for this income (and would be considered self employed as above), otherwise the gross income is counted.</td>
</tr>
<tr>
<td>5</td>
<td>Social Security Income</td>
<td>Award letter or recently dated Benefit Statement or completed MFTE/IZ Social Security or Supplemental Security Income Benefits Form.</td>
<td>Count the anticipated gross amounts before deductions for Medicare to be received during the 12 month period beginning on the certification effective date.</td>
<td>Letter or statement submitted by applicant. SSA/SSI award letters for the new year are typically received by the recipient in November or December of the previous year. Use the most current information available.</td>
</tr>
<tr>
<td>6</td>
<td>Unearned income for family member &lt;18 years old</td>
<td>Award letter that verifies the monthly unearned income amount.</td>
<td>Count the anticipated gross amounts to be received during the 12 month period beginning on the certification effective date.</td>
<td>Most common type of unearned income for a minor is Social Security Disability, Social Security Death Benefits. However, this is not an exhaustive list.</td>
</tr>
<tr>
<td>7</td>
<td>Child support</td>
<td>Notarized MFTE/IZ Child Support Affidavit or print-out from DSHS/Office of Support Enforcement or notarized letter from parent paying support.</td>
<td>Anticipated payments to be received during 12 month period beginning on the certification effective date.</td>
<td>Form completed/statement submitted by applicant. A notarized MFTE/IZ Child Support Affidavit must be used when there is no formal court-ordered child support arrangement and the resident cannot provide any other documentation.</td>
</tr>
<tr>
<td>8</td>
<td>Alimony/spousal payments</td>
<td>Separation Agreement/Divorce Decree or notarized letter from former spouse paying support.</td>
<td>Anticipated payments to be received during 12 month period beginning on the certification effective date.</td>
<td>Decree or letter submitted by applicant.</td>
</tr>
<tr>
<td>9</td>
<td>Public Assistance Income</td>
<td>Print-out from DSHS or MFTE/IZ Public Assistance Verification Form</td>
<td>Anticipated payments to be received during 12 month period beginning on the certification effective date.</td>
<td>Most recent statement submitted by applicant or property sends form to agency.</td>
</tr>
<tr>
<td>10</td>
<td>Unemployment, Labor &amp; Industries Disability Benefits</td>
<td>Benefits statement from Employment Security Department or Labor and Industries, or Unemployment Benefits Verification Request.</td>
<td>Anticipated benefit payments to be received during 12 month period beginning on the certification effective date.</td>
<td>Most recent benefits statement submitted by applicant or property sends/receives form from agency.</td>
</tr>
<tr>
<td>11</td>
<td>Military Pay</td>
<td>Copy of current Leave and Earnings Statement (LES) with the applicable clothing allowance added to MFTE/IZ Military Pay Verification Request.</td>
<td>Anticipated amounts to be received during 12 month period beginning on the certification effective date.</td>
<td>LES submitted by applicant or property sends/receives form from Commanding Officer. Do not verify or count re-enlistment bonus, Imminent Danger (Hazardous Duty) pay. Service members can request their LES at <a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a>. Note that the post 9/11 GI Bill is excluded from income calculation in its entirety- this exclusion includes the Basic Allowance for Housing (BAH).</td>
</tr>
</tbody>
</table>
12  Periodic Distributions from Long-Term Care Insurance, Pensions, Annuities, Disability or Death Benefits

Annual benefits statement or MFTE/IZ Pension Verification Request form.

Full amount of periodic payments anticipated to be received during 12 month period beginning on the certification effective date. Withdrawals from retirement savings and 401k accounts that are not recurring periodic payments are not included in income.

Form completed by institution or statement provided by applicant. Lump-sum receipts from pension and retirement are counted as assets. If received as periodic payments, count as income. If the individual initially receives a lump-sum benefit followed by periodic payments, count the lump-sum as asset and treat the periodic payments as income. If not receiving payments, count as an asset.

13  Gift Income

Notarized Gift Affidavit Form signed by the person/entity providing the assistance, stating the purpose, dates, and value of the monetary gifts (including rent payments, car payments, living allowance, etc.)

Anticipated gift payments, regardless of source outside the household, to be received during 12 month period beginning on the certification effective date. Do not count groceries provided directly to the applicant.

Form completed by the person/institution providing income. If a cosigner provides gift payments to the household to assist with rent or bills, it must be included as income. If cosigner does not currently provide assistance and does not intend to provide ongoing assistance to household, do not include as income. The Gift Affidavit must be notarized, there are no exceptions. It may be notarized out of state and should not be notarized by property staff.

14  Rental Property Income

Copy of resident’s most current signed tax return (IRS Form 1040 and Schedule E) or if the resident has just started to rent the property and no tax return has been filed, obtain a copy of the resident’s tenant rental agreement to determine rental income. If no tax return, obtain copy of the latest mortgage payments on the property, insurance, maintenance costs, taxes.

Income is the difference between rental payment received from applicant’s tenant minus the mortgage payment, taxes, insurance and reasonable maintenance costs. Do not exclude depreciation.

Tax return and schedules submitted by applicant. Add back to net income any depreciation taken (See Schedule E of tax return). On 2015 Schedule E, Add line 24 (Income) and sum of row 18 (Depreciation Expense or Depletion).

15  Private Contract for Real Estate Sold

Copy of contract and amortization schedule.

Count as income the anticipated interest portion of payment for 12 month period beginning on the certification effective date.

Generally if the income is need based and government funded it should be excluded. Non-exempt income should be listed on page 1 of the HEC and Exempt income on the optional Page 3 of the HEC.

16  Income Associated with Students

FASFA or WASFA, Class Scheduling including tuition and fees, Financial Aid award letter. F1 form for international students.

Excluded: Pell and other need grants, loans, workstudy, GI Bill funding. Non-excluded: Stipend connected with educational employment for Graduate students. Family support as listed on F1 form for international students. Other regular contributions from family or other source.

Contact the Office of Housing.

17  Other Income Sources

Verify that income source is not better categorized elsewhere on REA. Documentation for Other Income will depend on source. Contact the Office of Housing.

Contact the Office of Housing.

Exclusions Do Not Include as Income

Student financial assistance in the form of grants, loans, scholarships, workstudy, etc. is excluded from income for the purpose of MFTE, IZ and MHA income verification. Nonrecurring or sporadic income, lump sump additions (such as one-time lottery, inheritances, these are valued as assets), employment income from minors unless they are 18 in first 12 months are excluded as well.

Seattle MFTE, Incentive Zoning and Mandatory Housing Affordability Asset Verification Summary Chart

<table>
<thead>
<tr>
<th>REA #</th>
<th>Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required Verification Documentation</td>
</tr>
<tr>
<td></td>
<td>Count as income</td>
</tr>
<tr>
<td></td>
<td>Notes</td>
</tr>
</tbody>
</table>

<p>| 18 | Checking Account | Six (6) months consecutive statements from each checking account. | Asset value is the average 6 month balance. Imputed interest is calculated regardless of whether account is interest bearing. Property will calculate income based on actual interest rate (when applicable for some checking accounts) and imputed 0.06% interest rate. | Deposit Verifications are no longer in use for checking accounts and consecutive statements must be obtained. |
| 19 | Savings Account | Six (6) months consecutive statements from each savings account. | Current account balance is the asset value. Property will calculate 12 month anticipated income based on actual interest rate and imputed 0.06% interest rate. | Deposit Verifications are no longer in use for savings account and consecutive statements must be obtained. |
| 20,21,23,24 | Stocks, Bonds, Money Market Funds, CDs, IRA,401k,Annuities | Annuity or Stock Verification Request Form or account statement, certificate of deposit, letters or documents from a financial institution or broker’s quarterly statements. | Asset value is current value less any fees and penalties for converting to cash and any tax penalties. Property will calculate income based on actual interest rate and imputed 0.06% interest rate. | Statements submitted by applicant or form sent by property directly to financial institution(s). Statements must show net amount household would receive if liquidated funds and any rates of return when applicable. |</p>
<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Trusts</td>
<td>Determine whether applicant(s) is the creator/grantor or the beneficiary/trustee. If the grantor, determine if the trust is revocable or nonrevocable. If revocable, do not count the trust as an asset as the creator/grantor has no access to the funds. If the beneficiary, determine if they have access to the funds. If yes, the asset value is the amount that could be withdrawn less any penalties. If the beneficiary withdraws all the money as a lump sum, it is an asset. If the beneficiary receives a portion of trust on periodic basis, count amounts received as income. If there are no periodic payments and the interest income earned from the trust is reinvested, do not count the reinvested amounts as income.</td>
</tr>
<tr>
<td>25</td>
<td>Real estate</td>
<td>Asset value= market value less unpaid balance on any loans secured by the property and costs incurred in selling the asset, penalties, brokers fees, etc.</td>
</tr>
<tr>
<td>26</td>
<td>Whole Life or Universal Life insurance policy</td>
<td>Any policy that is currently paying out on a regular basis. Any policy that is also an asset and available to the applicant/tenant to access. Review for cash value and penalties.</td>
</tr>
<tr>
<td>27</td>
<td>Personal property held as investment</td>
<td>Count as an asset antique cars, gems, jewelry, coin collections, that are held as an investment.</td>
</tr>
<tr>
<td>28</td>
<td>Assets disposed of for less than FMV in 2 years prior</td>
<td>The amount counted as an asset is the difference between the fair market value of the asset and the amount actually received for the asset. Property will calculate imputed amount as if it was earning interest at 0.06%. Note that the requirement to disclose assets disposed of over the last two years only applies when asset value exceeds $1,000. This applies to cash gifts as well as property. DO NOT count assets disposed of for less than fair market value as a result of foreclosure, bankruptcy, divorce, or separation.</td>
</tr>
<tr>
<td>29</td>
<td>Online Financial Accounts (Venmo PayPal, Robinhood, etc)</td>
<td>The amount counted is recurring deposits. Statements by the applicant/tenant that the deposit is for a repayment (loan, splitting rent) larger than $300 must provide substantiating documents to verify the statement.</td>
</tr>
<tr>
<td>30</td>
<td>Cash on Hand</td>
<td>Asset value is current amount of cash on hand. Property will calculate imputed amount as if it was earning interest at 0.06%. This is income that is not in a bank account or in another investment, such as “cash under the mattress”. Impute interest income (0.06%) if over $5,000 in assets.</td>
</tr>
<tr>
<td>31</td>
<td>Other Assets</td>
<td>Verify that asset is not better categorized elsewhere on REA. Documentation for Other Assets will depend on type. Contact the Office of Housing.</td>
</tr>
</tbody>
</table>

Documentation provided by applicant. If no member of the household has access to either the principal or income of the trust at the current time, the trust is not included in the calculation of income from assets or in annual income. If only the interest income (not the principal) is available to any member of the household, this income is counted towards annual income, but the trust is not included in the calculation of income from assets. Contact the Office of Housing if in need of assistance.

Documentation provided by applicant. Use the market value in all calculations, not the tax valuation or appraised value. If applicant household currently owns real estate that they are renting to other occupants, see Rental Property Income above. If real estate was sold on contract, see Private Contract for Real Estate Sold above. For complicated transactions, contact Office of Housing.

Documentation provided by applicant. DO NOT include as an asset personal property such as clothing, jewelry, furniture cars for daily transportation, wedding rings, or assets that are a part of an active business.

Documentation provided by applicant. Self-certification by applicant or person who purchased or received asset and an appraisal.

Documentation provided by applicant. These statements may only be used if less than $5,000. If more than $5,000, consult Office of Housing.

Contact the Office of Housing. Contact the Office of Housing.
### Determining Rents in MFTE/IZ/MHA Programs

**Rent Maximums**

- **Adjusted Maximum Rent Calculation**
  - $(\text{Maximum Rent}) = \text{Adjusted Maximum Rent}$
  - $\text{Maximum Rent} = \text{Utility Allowance} + \text{All non-optional recurring fees (regardless of source/purpose)}

- **Rent Calculation** Example:
  - Property has 75%AMI maximum for all income/rent restricted 1 BR units.
  - Tenants are responsible for electricity and heat; are required to obtain renters insurance, pay King County Sewer Capacity Fee, and required to pay for wi-fi. Per the below calculation, the max rent that can be charged is $1,536.

- **Rent Maximums**
  - Gross rents must be at or below the maximum allowable rent.
  - Gross rents include the base rent, tenant paid utilities, and all non-optional recurring fees the tenant pays as a condition of tenancy.

### Rent Calculation

- **Rent Calculation** Example:
  - Property has 75%AMI maximum for all income/rent restricted 1 BR units.
  - Tenants are responsible for electricity and heat; are required to obtain renters insurance, pay King County Sewer Capacity Fee, and required to pay for wi-fi. Per the below calculation, the max rent that can be charged is $1,536.

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### Adjustments to Maximum Rents

- **Adjusted Maximum Rent Calculation**
  - $(\text{Adjusted Maximum Rent}) = \text{Maximum Rent} - \text{Utility Allowance} - \text{All non-optional recurring fees (regardless of source/purpose)}$

- **Adjusted Maximum Rent**
  - $(\text{Adjusted Maximum Rent}) = \text{Maximum Rent} - \text{Utility Allowance} - \text{All non-optional recurring fees (regardless of source/purpose)}$

### Compliance Resources

- **Multifamily Tax Exemption (MFTE), Incentive Zoning and Mandatory Housing Affordability Income Verification Process**
  - **1.) Provide Resident Eligibility Application (REA) to Applicant**
    - * REA must be completely filled out by applicant to be accepted. All income sources are for 12 months after move-in.
    - * Property representative and applicant must sign same day.
    - * Property completes cover page, each adult household member completes pages 1-4.
    - * If not completed correctly or absent from file, resident is not eligible and property is out of compliance.
    - * Retain on file for 6 years after move-out.
    - * Satisfies MFTE requirement to provide definition of income to applicant and disclose all income sources.
    - * REA values expected to represent reasonably accurate estimates only.

- **2.) Obtain Income and Asset Documentation to Support Sources Disclosed in REA**
  - * Once REA is completed, income sources should be verified within 2 weeks of signature date.
  - * Use REA crosswalk above to determine what documentation is required for each income/asset source.
  - * If unsure about appropriate documentation for a given source, contact Office of Housing.
  - * Retain all income documentation on file minimum 6 years after move-out.
  - * Gross discrepancies between REA and documented value of income requires follow-up with applicant.

- **3.) Enter Verified Income into Household Eligibility Certification (HEC)**
  - * Enter all verified income, assets values and income from assets into the HEC. Recommend using in Excel form prior to printing/signing.
  - * For employment income, calculate the annualized periodic and the annualized YTD and use higher of two calculations.
  - * When total household assets are valued at $5,000 or higher, HEC will choose the higher of the actual value or the imputed value of assets.
  - * If total household income falls at or below the maximum income allowable for the unit, the household is eligible for the affordable unit. If total household income is above the maximum income limit, the household is not eligible for an affordable unit. No exceptions to this are granted under any circumstances. The Office of Housing will never grant exceptions directly to applicants to relay to property staff.
  - * Property representative and applicants must sign REA and HEC prior to the lease being signed.
  - * Calculations and data entered entirely by property representative-applicants sign when complete.
  - * Property must sign REA and HEC prior to the lease being signed.

- **4.) Sign Lease**
  - * Property will be held accountable for income ineligible tenants who are not screened and placed in designated affordable units.

- **Reporting**
  - * Annual Property Certification Reports are due no later than 1/31, reporting information for the previous calendar year January 1 - December 31.
  - * The Office of Housing will pursure remedies for any compliance issues identified during compliance period reported.

- **Compliance Resources**
  - * The MFTE, Incentive Zoning and Mandatory Housing Affordability Compliance Page is located at the webpage below. All updates, forms, and program information will be posted on this page. It is management's responsibility to keep up with updates and contact the MFTE/IZ/MHA Compliance Liaison if there are any questions or issues.