Form RD 3560-8
(Rev. 04-06)

USDA—RURAL DEVELOPMENT
TENANT CERTIFICATION

Form Approved
OMB No. 0575-0189

1. Effective Date M M D D Y Y

- ☐ Initial Certification
- ☐ Recertification
- ☐ Modify Certification
- ☐ Cotenant to Tenant
- ☐ Assign/Remove RA
- ☐ Vacate a Unit
- ☐ Certification Expired & Eviction in Process
- ☐ Designate 60 Day Absence
- ☐ End 60 Day Absence
- ☐ Tenant Transfer

PART I — PROJECT AND UNIT IDENTIFICATION

2. Project Name	3. Borrower ID and Project Number	4. Unit Type	5. Unit Number

WARNING STATEMENT: Section 1001 of Title 18, United States Code provides, "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

STATEMENT REQUIRED BY THE PRIVACY ACT: Title V of the Housing Act of 1949 authorizes RHS to collect the information on this form. Your disclosure of the information is voluntary. However, failure to disclose certain information may delay the processing of your eligibility or rejection. RHS will not deny eligibility if you refuse to disclose your Social Security Number.

This information is collected principally to determine eligibility for occupancy and to determine your tenant contribution for rent. However, the information collected may be released to appropriate Federal, State and Local Agencies, credit bureaus and servicing agents when relevant to civil, criminal or regulatory proceedings or to enforce regulations by manual or automated verification procedures.

Round all monetary figures up to the nearest dollar at .50 and above.

PART II – TENANT HOUSEHOLD INFORMATION

6. Tenant Subsidy Code (enter code) ☐
0 — No Deep Tenant Subsidy
1 — Rental Assistance (RA)
2 — Project Based Section 8
4 — Other Public RA
5 — Private RA
6 — HUD Voucher
7 — Other Types at Basic Rent

Other Subsidy Indicator (leave blank if none, P-Partial or F-Full) ________ Other Subsidy Amount (For Partial) $ ________

7. Social Security No.	8. Household Member Name (Last, First and Middle)	9.SEX	10. Date of Birth M M D D Y Y	11. Race	12. Ethnicity	12a. Race Determination Code	13. Minor, Disabled, Handicapped or Full-Time Student 18 or Older (Complete this only when household member *is not* the Tenant or a Co-Tenant)	14. Elderly, Disabled or Handicapped (Complete this only when household member *is a* Tenant or Co-Tenant) *(Check below when coded above)*

Choices for Race are:
1 - American Indian or Alaskan Native
2 - Asian
3 - Black or African American
4 - Native Hawaiian or Pacific Islander
5 - White

Choices for Ethnicity are:
a - Hispanic/Latino
b - Non-Hispanic/Latino

8a. Number of Foster Children *(if any)* ☐

Choices for Race Det. Code:
C - Customer Provided
E - Employee Observed

☐ Total *(Line 13)* ☐ Elderly Status

PART III — ASSET INCOME

15. Net Family Assets (NOTE: If Line 15 is less than $5,000, enter zero on Line 16.) $
16. Imputed Income from Assets (Bank Passbook Savings Rate (*) x Line 15.) $
17. Income from Assets $

PART IV — INCOME CALCULATIONS

18. Income
- a. Wages, Salaries, etc. $
- b. Soc. Sec., Pensions, etc. $
- c. Assistance $
- d. Income Contributed by Assets *(Greater of Line 16 or Line 17)* $
- e. Other $
- f. Annual Income $
- g. Household Has Exempt Income ☐

19. Adjustments to Income
- a. $480 x total of Line 13 $
- b. $400 if elderly status $
- c. Medical exceeding 3% of Line 18f. *(If elderly, handicapped or disabled)* $
- d. Child Care $
- e. Total Adjustments $

20. Adjusted Annual Income *(Line 18.f. minus Line 19.e.)* $

PART V — INCOME LEVELS

21. Number of Household Members ☐
22. Current Eligibility Income Level *(Enter Code)* ☐
23. Date of Initial Project Entry M M D D Y Y
24. Eligibility Income Level at Initial Project Entry *(Enter Code)* ☐

PART VI — CERTIFICATION BY TENANT

I certify and acknowledge that if the Agency provides unauthorized assistance to the borrower/multi-family housing project owner for my benefit based on erroneous or fraudulent information provided in this tenant certification, I will reimburse the Agency for that unauthorized amount. If I do not, the Agency may use all remedies available to collect it, including those under the Debt Collection Act, to recover on the Federal debt directly from me.

a. Date: M M D D Y Y	b. Tenant Signature
c. Date: M M D D Y Y	d. Co-Tenant Signature

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

To be used for all Rural Rental Housing (RRH) projects, all Rural Cooperative Housing (RCH) projects, or Labor Housing (LH) projects that have a non-restrictive farm labor clause in the mortgage covenants, and for any LH projects where rent is to be charged.

(see reverse)

PROCEDURE FOR PREPARATION : 7 CFR part 3560 and HB-2-3560.

PREPARED BY : All RRH, RCH, and LH tenants and the borrower or the authorized representative of the borrower organization.

NUMBER OF COPIES : Original and two copies for projects that submit tenant data via paper form. Original and one copy for projects that electronically transmit tenant data via MINC.

SIGNATURES REQUIRED : Original by the tenant, co-tenant and borrower or authorized representative of the borrower organization. Copies will be made after signatures are obtained.

DISTRIBUTION OF COPIES : Original to the RHS Servicing Office, copy to the tenant, and copy retained by the borrower, for all projects that submit tenant data via paper form. For projects that transmit tenant data electronically via MINC: Original retained by borrower and copy to tenant.

PAGE 2 OF FORM RD 3560-8

PART VII—PRELIMINARY CALCULATIONS

25. Adjusted Monthly Income *(Line 20 ÷ 12)* a. $ ____ x .30 = b. $ ____
26. Monthly Income *(Line 18.f. ÷ 12)* a. $ ____ x .10 = b. $ ____
27. Designated Monthly Welfare Shelter Payment $ ____
28. Highest of Line 25.b., Line 26.b., or Line 27. ____

29. Gross Basic Rent
    a. Basic Rent $ ____
    b. Utility Allowance $ ____
    c. *(Line 29.a. + Line 29.b.)* $ ____

30. Gross Note Rate Rent
    a. Note Rate Rent $ ____
    b. Utility Allowance $ ____
    c. *(Line 30.a. + Line 30.b.)* $ ____

PART VIII—DETERMINING GROSS TENANT CONTRIBUTION (GTC)

Decision: *(check one)*

☐ A. If tenant *receives rental assistance (RA)* enter Line 28 on Line 31 below. If Line 28 exceeds Line 29.c., go to Decision B since this Tenant will not receive RA.

☐ B. If tenant *does not receive RA* and this project receives Plan II Interest Credit, enter the greater of Line 28 or Line 29.c. (but not to exceed Line 30.c.) on Line 31 below.

☐ C. If tenant *does not receive RA* and this project is a Plan I, Full Profit or Labor Housing project, complete Lines C.1. thru C.3. and enter Line C.3. on Line 31.

1. Enter Line 30.c. $ ____
2. Add Plan I Surcharge (if any) $ ____
3. Total (enter on Line 31) $ ____

PART IX—DETERMINING NET TENANT CONTRIBUTION (NTC)

31. GTC (From PART VIII) $ ____
32. Utility Allowance (Line 29.b. or Line 30.b.) $ ____
33. Final NTC (Line 31 minus Line 32) $ ____
    (Amount Tenant pays Borrower for rent. If Line 33 is negative, Borrower pays the difference to Tenant for utilities.)

PART X—CERTIFICATION BY BORROWER

I certify that the information on this form has been verified as required by federal law and the tenant household

☐ is eligible to live in the unit, or ☐ has been granted ineligible occupancy by RHS.

a. Date Signed	b. Signature of Borrower or Borrower's Representative
M M D D Y Y	

PAGE 3 OF FORM RD 3560-8

INSTRUCTIONS FOR PREPARATION

1. Borrower (or Borrower's representative) must designate the effective date in Line 1, sign and date in PART X and submit to the Agency within 10 days of the effective date but no earlier than the month preceding the effective date. Check the appropriate box to indicate the type of certification action.

NOTE: A tenant certification is effective for 12 full months. For example, a Form RD 3560-8 with an effective date of February 1, 2003, has an effective period from February 1, 2003, until January 31, 2004.

TENANT ACTION CODE DESCRIPTION

CODE DESCRIPTION OF ACTION AND DOCUMENTATION

Initial Certification. Submit the certification form for any new tenant. The "effective date" of this action, is the first day of the month following the date of initial project entry. If the date of initial project entry is the first day of the month; it is also the effective date.

Recertification. Submit a new certification form for any tenant previously certified, who is now being recertified.

Assign RA. Code a copy of existing certification to indicate that a tenant is assigned RA during their certification period. Since no new verification and certification of income and status is needed, amend the current certification form. When you assign RA, reverify and recertify at the same time, follow the guidance for a recertification.

Vacate a Unit. For any tenant who has left the project. Enter the actual vacate date and notify the Agency no later than the first of the following month. When a tenant vacates on the first, notify the Agency on or before the tenth of that month. No further documentation is required.

Certification Expired and Eviction in Process. For any tenant situation meeting the requirements of applicable Agency regulations. This code requests interest credit be provided and overage waived for this tenant during the period that the eviction is actively pursued by the borrower. The required documentation of this action must be sent with this form or already be on file with the Servicing Official.

Designate 60 Day Absence. For any tenant not meeting the eligibility requirements of applicable Rural Development regulations. This code alerts Rural Development that tenant contribution has increased to market rent in Plan II projects or a surcharge has been added to tenant contribution in Plan I projects. Be sure your files contain information to support this action.

Tenant Transfer. Use this code to indicate when a tenant has moved from one unit to another within a project. The effective date of a tenant transfer is always the first day of the month. In Block 5, indicate the old unit number and the new unit number. A transfer does not change the effective date of the tenant's current certification.

Cotenant to Tenant. Use for tenant situations when the cotenant becomes the tenant.

PART I. PROJECT AND UNIT IDENTIFICATION

2. Enter the project name.

3. Enter the project's borrower ID (Example: 0123456789) and project number (017). If you do not know the correct numbers to enter on Line 3, contact your Servicing Office.

4. Enter this tenant household's apartment unit size, according to the following:

0 — efficiency, no bedrooms
1 — one-bedroom
2 — two-bedrooms
3 — three-bedrooms
4 — four-bedrooms

For example:

| | 1 | — one-bedroom

Only when there is more than one type of each size of apartment unit, and there is a distinct rental rate for each type, begin the unit type code as follows:

S — Small
M — Medium
L — Large
H — Handicapped Design

For example:

| S | 1 | — Small one-bedroom
| M | 1 | — Medium one-bedroom

5. Enter this tenant household's apartment unit number. The unit number may consist of up to six characters of either letters or numbers.

For example:

| A | 1 | 0 | 4 | — Apartment No. A-104
| | | | 4 | — Apartment No. 4

PART II. TENANT HOUSEHOLD INFORMATION

6. Enter the appropriate tenant code as follows:

"0" No Deep Tenant Subsidy. Tenants receiving no deep tenant subsidy. "Deep tenant subsidy" is assistance that allows a tenant to contribute less than the basic rent for shelter costs (or note rate rent in those projects with note rate rent only).

"1" Rural Development Rental Assistance (RA).

"2" Project Based Section 8. Project Based Section 8 properties may utilize Form RD 3560-8 or similar HUD approved form. However, if submitting Project Based Section 8 data electronically must use this code.

-3-

PAGE 4 OF FORM RD 3560-8

INSTRUCTIONS FOR PREPARATION (Continued)

PART II. TENANT HOUSEHOLD INFORMATION (continued)

"4" Other Public RA. Tenants receiving deep tenant subsidy from any Federal, State or local public agency, other than Rurral Development or HUD.

"5" Private RA. Tenants receiving deep tenant subsidy funded by a borrower (include rent incentives only when they will be provided for 12 months or longer).

"6" HUD Voucher. Tenants receiving a HUD Voucher.

"7" Other Types at Basic Rent. Tenants receiving any other type of deep tenant subsidy not listed above, which requires that the total funds available for rent from the tenant and subsidy provider equal basic rent. Only when directed by your servicng office, indicate the other subsidy code indicator and amount as follows:

"P" - Partial
"F" - Full
Subsidy Amount for Partial __________

7. Corresponding to the name in Line 8, enter the social security number for any Tenant, Co-Tenant and all other household members. If the tenant, co-tenant or any other household member does not have a social security number but is eligible for housing, complete the field with all zeros or use the alien registration number.

8. Enter the name of each tenant household member. Foster children are not considered to be members of the tenant household and are not to be entered on this line. Always place the "tenant's" (person who signs the lease as tenant) name first and the "co- tenant's" (a person who signs the lease as co-tenant) name next.

8a. Enter the number of foster children who will reside in the unit or unborn children anticipated to reside in the unit this certification period. The number of foster or unborn children will be used *only* to determine the appropriate size unit.

9. Corresponding to the name in Line 8, enter the sex of each tenant household member. If any household member chooses not to furnish their sex, you are required to note the sex based on visual observation or surname.

10. Corresponding to the name in Line 8, enter the date of birth of each tenant household member.

For example: | 12 | 02 | 55 | — December 2, 1955

11-12. Enter the appropriate code for the race and ethnicity of all household members. You are to obtain this information from the tenant household's completed application for occupancy or from the previous tenant certification. One or more choices for race may be selected. One choice for ethnicity may be selected. If the tenant, co-tenant, or any household members chooses not to furnish it, you are required to note the race and ethnicity on the basis of visual observance or surname.

12a. Enter the appropriate race determination code.
C - Customer provided (the tenant entered the information on the application).
E - Employee observed (the tenant chose not to provide this information so management noted race/ethnicity based on visual observation or surname.)
See 7 CFR 3560.154(a)(9).

13. Corresponding to the name in Line 8, enter the appropriate code for each tenant household member other than the tenant or co- tenant who is a minor, handicapped, disabled or full-time student 18 or older. Add all the marked boxes and place the total in the box marked "Total". Always code handicapped or disabled minors as handicapped or disabled rather than minors. Always code students under 18 as minors rather than full-time students.

Code for Line 11:	M — Minor	**For example:**	M — Minor
	H — Individual with handicap		
	D — Individual with disability		H — Individual with handicap
	F — Full-Time Student 18 or Older		

The terms *minor, individual with handicap, and individual with disability are* defined in Paragraph 6.5 B. of HB-2-3560.

14. Corresponding to the name in Line 8, enter the appropriate code for the tenant or co-tenant if either is considered elderly, or an individual with handicap or disability. If any spaces are coded, check the bottom box to indicate that the household has an elderly family status. Always code an elderly person with a handicap or disability as an individual with handicap or individual with disability rather than elderly.

Code for Line 12:	E — Elderly	**For example:**	E — Elderly
	H — Individual with handicap		
	D — Individual with disability		H — Tenant or cotenant with handicap

The terms *elderly families, individual with handicap, and individual with disability* are defined in Paragraph 6.5 B. of HB-2-3560.

PART III. ASSET INCOME

15. Enter all net family assets. "Net Family Assets" is defined in Paragraph 6.9 of HB-2-3560.

16. To obtain the imputed income from assets, multiply net family assets (Line 15) by the Agency's approved bank passbook savings and enter the result. Be sure to enter the Agency's approved bank passbook savings rate in the space provided.

Note: If net family assets entered in Line 15 do not exceed $5,000, enter zero on this line.

17. Enter actual income received from net family assets.

PAGE 5 OF FORM RD 3560-8

PART IV. INCOME CALCULATIONS

18. Insert the tenant household's total annual income from each of the sources specified in Line 18a thru 18e, and enter the total from all sources in Line 18f. *Annual income* sources are listed in Attachment 6-A of HB-2-3560.

18g. Household has Exempt Income:
This block should be checked if some or all of the income for the household is exempt for purposes of rent determination. See Attachment 6-A of HB-2-3560 for a list.

19. Enter any adjustments to income. Add Lines 19a thru 19d and enter the total on Line 19e. "Calculating adjusted income" is described in Paragraph 6.8 C. of HB-2-3560.

a. Multiply $480 times the number indicated in the "Total" box of Line 13.
b. $400 when "elderly" family status is indicated in Line 14 (Limited to $400 per tenant household).
c. When Line 14 indicates elderly status, all allowable medical expenses in excess of 3 percent of annual income (Line 18 f) may be entered. When Line 14 does not indicate elderly status, only disability assistance in excess of 3 percent of annual income may be entered.
d. Child care expenses.
e. Total adjustments.

20. Subtract the total adjustments to income (Line 19 e) from annual income (Line 18 f) and enter the difference. When adjusted income is less than zero, enter zero on this line.

PART V. INCOME LEVEL

21. Enter the total number of household members described in Line 8. Do not include foster or unborn children.

22. This line determines if the tenant household is income eligible to receive RA and remain in the project. Go to the income tables in Appendix 9 of HB-1-3550 and determine the income level based on the adjusted annual income (Line 20) and the total number of household members (Line 21). You are to code the income level as follows:

V	—	Very Low-Income	M	—	Moderate-Income
L	—	Low-Income	A	—	Above Moderate (Ineligible)

23. Enter the date this tenant household initially occupied this Rural Development financed project.

24. For all tenant households who initially occupy this Rural Development financed project after October 1, 1986, enter the first "Eligibility" income level from Line 22 of the initial "Tenant Certification" form. (During subsequent recertification this can be obtained from Line 24 of the preceding tenant certification). This is to be maintained throughout the tenant household's tenancy for comparative purposes. Use the same coding system for income levels described in Line 22.

PART VI. CERTIFICATION BY TENANT

The Tenant and Co-Tenant (if any) must certify to the accuracy of PARTS II through IV by dating and signing in the appropriate space.

PART VII. PRELIMINARY CALCULATIONS

25. Enter the adjusted monthly income [adjusted annual income (Line 20) divided by 12] on Line 25 a. Determine 30 percent (30%) of adjusted monthly income by multiplying Line 25 a by .30 as shown on the Form. Enter 30% of adjusted monthly income on Line 25 b.

26. Enter the monthly income [annual income (Line 18f) divided by 12] on Line 26 a. Determine 10 percent (10%) of monthly income by multiplying Line 26 a by .10 as shown on the Form. Enter 10% of monthly income on Line 26 b.

27. Enter the designated monthly welfare shelter payment if applicable. This will be the amount the tenant household actually receives from the Public Assistance Agency for shelter.

28. Compare Lines 25 b, 26 b and 27 and enter the highest amount.

29. Calculate the gross basic rent, which is the approved basic rent plus any utility allowance, when required. Basic and note rate rents must be shown on the project budget (Form RD 3560-7) for the year and approved according to Paragraph 4.21 of HB-2-3560. Utility allowances, when required, are determined and approved according to Paragraph 7.3 of HB-2-3560. Any change in rental rates must be processed according to Paragraph 4.28 of HB-2-3560. Any change in utility allowances must be processed according to Paragraph 7.3 of HB-2-3560.

a. Enter the approved basic rent.
b. Enter the approved utility allowances (if any).
c. Add Lines 29 a and 29 b and enter the total.

30. Calculate the gross note rate rent which is the approved note rate plus any utility allowance, when required.

a. Enter the approved note rate.
b. Enter the approved utility allowances (if any).
c. Add Lines 30 a and 30 b and enter the total.

PART VIII. DETERMINING GROSS TENANT CONTRIBUTION (GTC)

Check the box that applies to this tenant household and follow the directions for that decision.

NOTE #1: When attempting to provide RA to a new tenant compare Lines 28 and 29 c. If Line 28 is greater or no RA is available to the tenant, check Decision "B" or "C", because the tenant cannot be assisted by RA.

-5-

PAGE 6 OF FORM RD 3560-8

INSTRUCTIONS FOR PREPARATION (Continued)

NOTE #2: Be sure that the "surcharge" mentioned in Line C 2, is the rental surcharge for ineligible tenants described in Paragraph 7.4 D.1. of HB-2-3560. The surcharge is used only by Plan I projects.

PART IX. DETERMINING NET TENANT CONTRIBUTION (NTC)

31. Enter either the GTC as directed by Decisions A, B, or C of Part VIII.

32. Enter the approved utility allowance for this unit.

33. Subtract the utility allowance (Line 32) from the gross tenant contribution (Line 31) and enter the difference. The final net tenant contribution is the amount of "rent" the tenant pays the borrower monthly. When the utility allowance is greater than the gross tenant contribution, the borrower will pay that difference to the tenant (the NTC will be negative).

PART X. CERTIFICATION BY BORROWER

Borrower or borrower's representative must sign and date when satisfied the accompanying statement is accurate.

NOTE: The completion of a new Tenant Certification is not required when project rents or utility allowances change, or when the tenant household moves to a different unit within the project. To recognize these changes, notate Lines 29 and 30, and recompute Lines 31 thru 33 and 30 when applicable. When a tenant who was eligible for RA, but did not receive it, now is being assigned RA during a certification effective period, correct PART VIII and adjust the remainder of the Form accordingly.