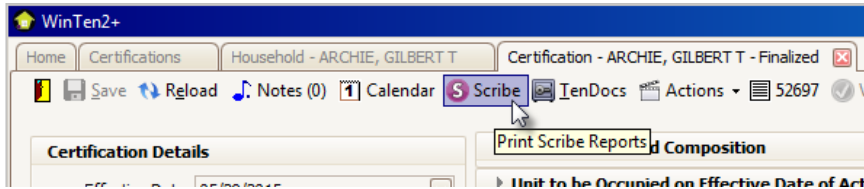


## Using the HOME Tenant Income Certification (TIC) Form

WinTen2+ provides users the ability to generate a Home Tenant Income Certification form. Users would generate this form for certification in which the household is living in a Project without LIHTC funding. To generate a form, complete a Tax Credit certification. Next, add the HOME TIC Form to the list of available Scribe forms:

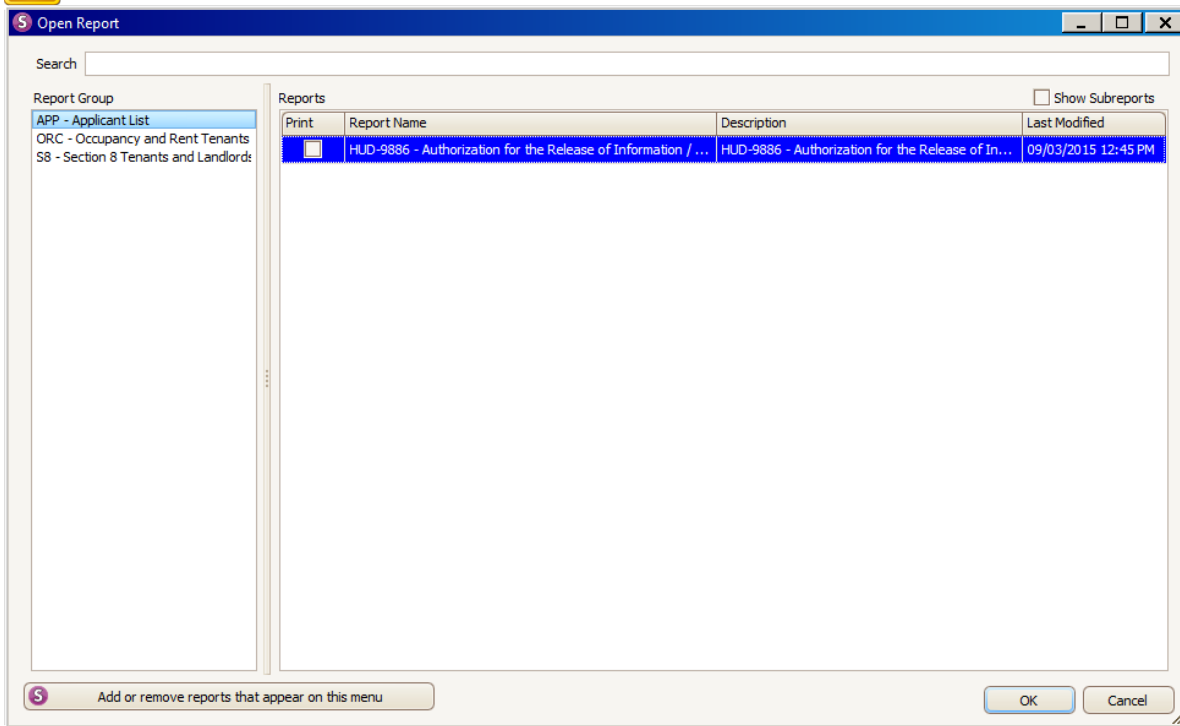
1. To add a letter to specific **Scribe** menu, click the **Scribe** button on the **Tax Credit Certification Screen**.



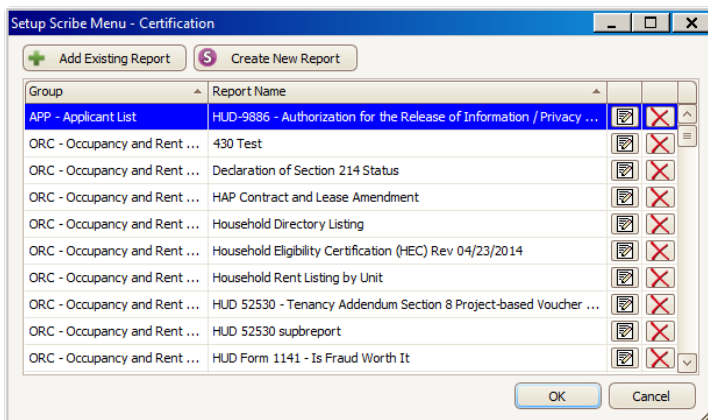
2. This action opens the **Open Report** screen. The HOME TIC form is currently not in the list of available reports, so you will need to add the form first.



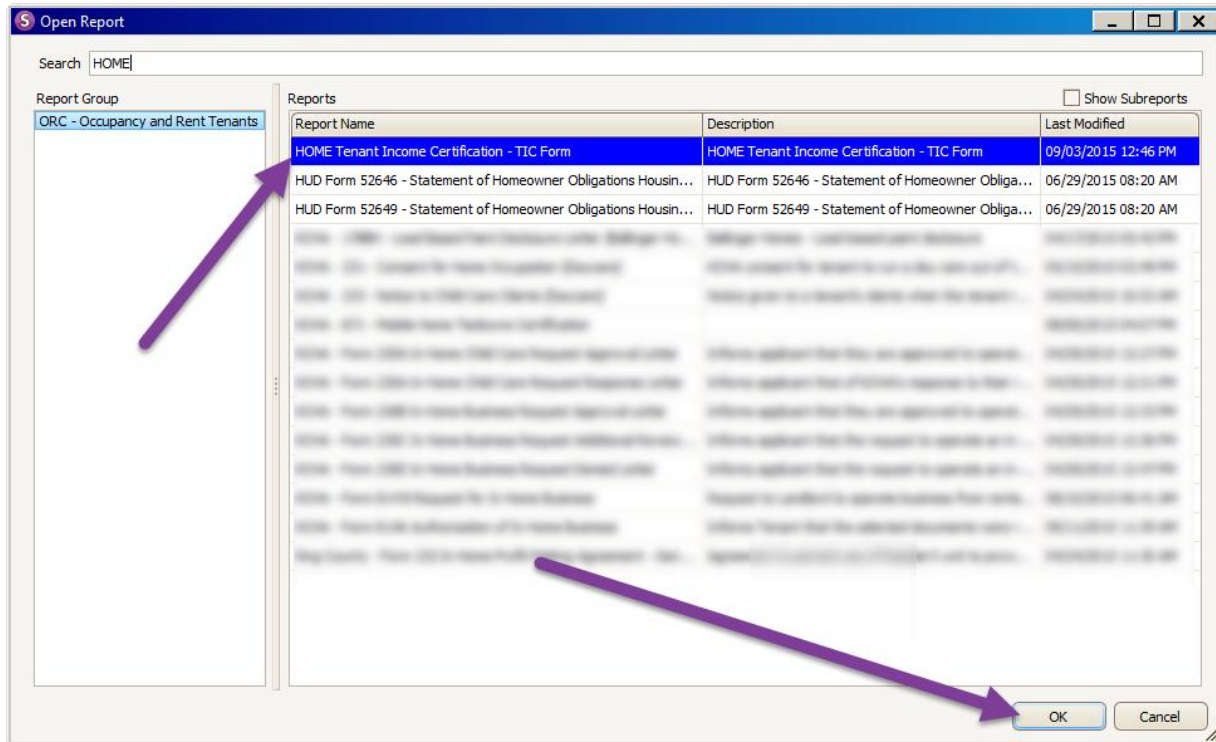
**Note:** This action only needs to be performed one time per agency.



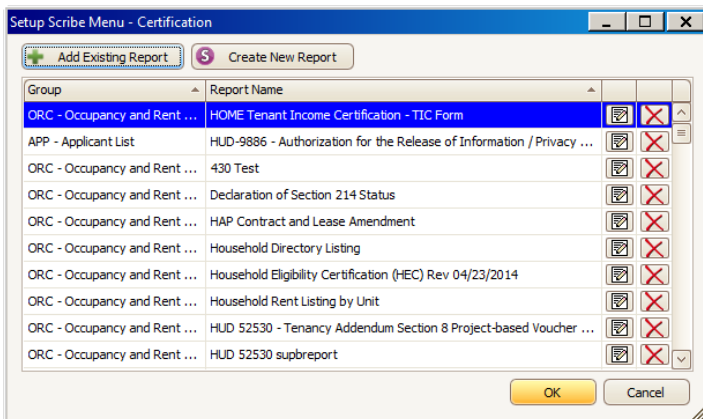
3. Click on the **Add or Remove reports that appear on this menu** button. This action opens the **Setup Scribe Menu** for the **Certification** screen. Click the **+ Add Existing Report** button.



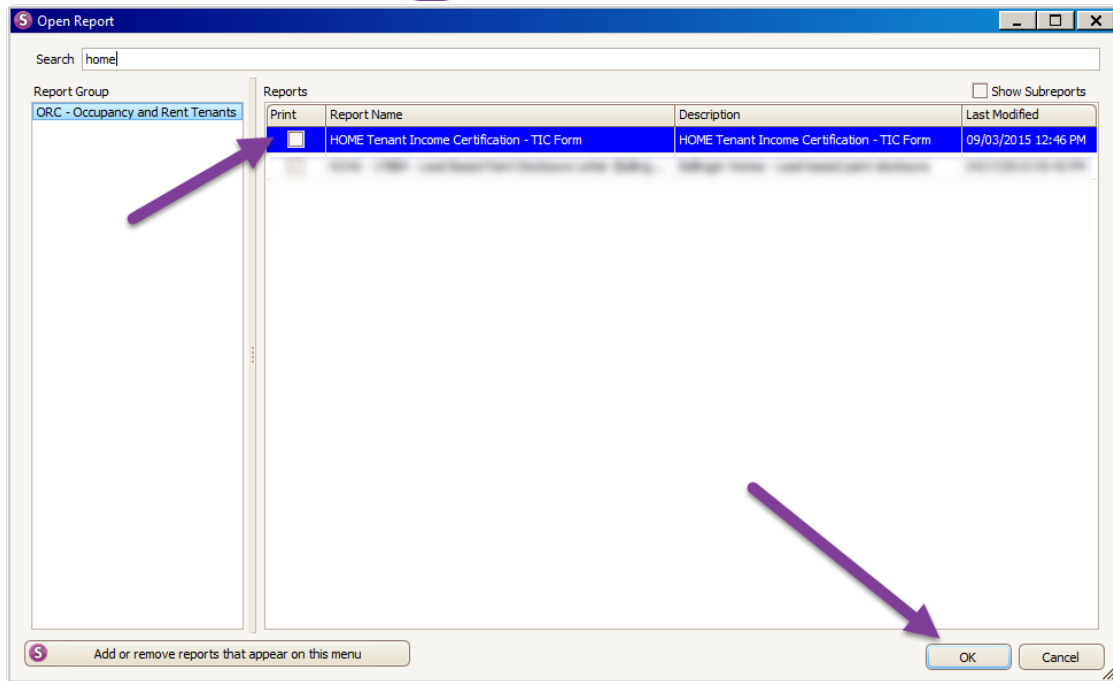
- This action opens the master Report listing, which houses every letter, form, and report in every report group that has been created in WinTen2+. Search for 'home' in the Search bar. Select the **HOME Tenant Income Certification – TIC Form**. Click **OK**.



- This action brings you back to the **Setup Scribe Menu** where you will see all of the letters available from that designated screen. Click **OK**. *Note: The HOME TIC form is now added to this list.*



- You are returned to the **Open Report** screen. Search for 'home' in the **Search** bar and select the **Home Tenant Income Certification – TIC Form**. Click **OK** to open the HOME TIC form.



- Click **OK** and it will open up the selected letter that you've now made accessible. Any time you click the **Scribe** button from the **Certification** screen for a *Tax Credit* certification, the HOME TIC form will be on the list of letters available to you.

**HOME TENANT INCOME CERTIFICATION**  
(Use this Form only for Projects without LIHTC funding)

☐ Initial Certification ☐ Recertification ☒ Other

Effective Date: 5/29/2015  
Move-in Date: 10/1/2014 (MM/DD/YYYY)

**PART I - DEVELOPMENT DATA**

Property Name: Tax Credit - 21 (KY011000004) County: \_\_\_\_\_  
Address: 170 ELECTRIC AVE Unit Number: Unit 3711 # Bedrooms: 2

HH Mbr #	Last Name	First Name & Middle Initial	Relationship to Head of Household	Date of Birth (MM/DD/YYYY)	Last 4 digits of Social Security Number or Alien Reg. No.
1	ARCHIE	GILBERT T	HOH	9/15/1980	5558
2					
3					
4					
5					
6					
7					
8					

**PART II GROSS ANNUAL INCOME**

HH Mbr #	(A) Employment or Wages	(B) Soc. Security/Pensions	(C) Public Assistance	(D) Other Income
1	\$0.00	\$0.00	\$3300.00	\$10000.00
<b>TOTALS</b>	\$0.00	\$0.00	\$3300.00	\$10000.00

Add totals from (A) through (D), above **TOTAL INCOME (E):** \$13300.00

**PART III. INCOME FROM ASSETS**

HH Mbr #	(F) Type of Asset	(G) C/I	(H) Cash Value of Asset	(I) Annual Income from Asset
<b>TOTALS:</b>				

Enter Column (H) Total If over \$5000 \$ X Passbook Rate 2.00% = (J) Imputed Income \$0.00

Enter the greater of the total of column I, or J: Imputed income **TOTAL INCOME FROM ASSETS (K)** \$0.00

**Total Annual Household Income from all Sources (Add E) + (K)**