

**Tenant Eligibility Certificate
Property Owner Certification Form of Tenant Income Eligibility
For Full Incentive Energy Efficiency Services**

This form is to verify that at least 75 percent of the units: (1) are rented by income eligible customers, and (2) have a separate electric meter. The Public Utility Commission of Texas has authorized energy efficiency programs to reduce the utility bills of income eligible tenant households. One form must be filled out for each qualifying multi-family apartment complex.

Name of applicant (property owner or agent)		Name of property owner	
Name of Multi-family Apartment Complex		Number of units in complex	
Name of Management Company		Name of On-site Property Manager	
Street Address			
City:		State: TX	Zip code:
Area Code:	Phone Number:	Area Code	Fax Number

Category 1:

The multi-family apartment complex participates in one or more of the programs listed below (check each box that applies):	
<input type="checkbox"/> Public Housing Authority	<input type="checkbox"/> Housing Trust Fund
<input type="checkbox"/> Multifamily Bond Program, with less than 25% units at market rate	<input type="checkbox"/> Low-Income Housing Tax Credit Program, with less than 25% units at market rate
<input type="checkbox"/> Project based Section 8	<input type="checkbox"/> Affordable Housing Disposition Program
<input type="checkbox"/> Home Rental Housing Development	<input type="checkbox"/> Rural Rental Section 515 (FMHA)

If you checked one or more of the boxes in Category 1, please sign and date the form. You must attach documentation such as the land use restriction agreement, showing participation in the above checked programs.

Category 2: (Do not check this box before completing the worksheet)

At least 75 percent of the tenant household incomes before taxes are at or below 200% above the Federal Poverty Guidelines.

Do not complete the worksheet if you checked any of the boxes in Category 1. To accurately determine tenant household income you may use the tenant rental application showing the number of individuals residing in the unit and the household income dated from within the past 18 months. Compare the tenant household income per week, month or year to the amount shown in the table below for the number of persons residing in the unit. If the total household income is equal to or less than the amount shown in the table the unit is income eligible. Tenant worksheet(s) must be attached to this form.

Number of income eligible units	
Number non-income eligible units, including vacant units	
Total number of units:	
Percent of income eligible units (income eligible units divided by total number of units) %	

	Household Size	Annual Income	Monthly Income	Weekly Income
Notice: Income ceilings must be calculated on the federal poverty guidelines as published annually in the Federal Register. Annual updated income ceilings are posted on www.puc.state.tx.us .	1	\$25,760	\$2,147	\$537
	2	\$34,840	\$2,903	\$726
	3	\$43,920	\$3,660	\$915
	4	\$53,000	\$4,417	\$1,104
	5	\$62,080	\$5,173	\$1,293
	6	\$71,160	\$5,930	\$1,483
	7	\$80,240	\$6,687	\$1,672
	8	\$89,320	\$7,443	\$1,861

**Public Utility Commission of Texas
Tenant Household Income Determination Worksheet**

Instructions: This worksheet must be completed if you checked Category 2 on page 1 of the application. The household and income information must be from within the last 18 months.

S.NO	Apartment Number	Date of Income Verification	Household Size	Household Income (Annual, Monthly or Weekly)	Eligible (Enter Yes/No)
1	Number:	Date:	Size:	Income:	Eligible:
2	Number:	Date:	Size:	Income:	Eligible:
3	Number:	Date:	Size:	Income:	Eligible:
4	Number:	Date:	Size:	Income:	Eligible:
5	Number:	Date:	Size:	Income:	Eligible:
6	Number:	Date:	Size:	Income:	Eligible:
7	Number:	Date:	Size:	Income:	Eligible:
8	Number:	Date:	Size:	Income:	Eligible:
9	Number:	Date:	Size:	Income:	Eligible:
10	Number:	Date:	Size:	Income:	Eligible:
11	Number:	Date:	Size:	Income:	Eligible:
12	Number:	Date:	Size:	Income:	Eligible:
13	Number:	Date:	Size:	Income:	Eligible:
14	Number:	Date:	Size:	Income:	Eligible:
15	Number:	Date:	Size:	Income:	Eligible:
16	Number:	Date:	Size:	Income:	Eligible:
17	Number:	Date:	Size:	Income:	Eligible:
18	Number:	Date:	Size:	Income:	Eligible:
19	Number:	Date:	Size:	Income:	Eligible:
20	Number:	Date:	Size:	Income:	Eligible:
21	Number:	Date:	Size:	Income:	Eligible:
22	Number:	Date:	Size:	Income:	Eligible:
23	Number:	Date:	Size:	Income:	Eligible:
24	Number:	Date:	Size:	Income:	Eligible:
25	Number:	Date:	Size:	Income:	Eligible:
26	Number:	Date:	Size:	Income:	Eligible:
27	Number:	Date:	Size:	Income:	Eligible:
28	Number:	Date:	Size:	Income:	Eligible:
29	Number:	Date:	Size:	Income:	Eligible:
30	Number:	Date:	Size:	Income:	Eligible:
31	Number:	Date:	Size:	Income:	Eligible:
32	Number:	Date:	Size:	Income:	Eligible:
33	Number:	Date:	Size:	Income:	Eligible:
34	Number:	Date:	Size:	Income:	Eligible:
35	Number:	Date:	Size:	Income:	Eligible:
36	Number:	Date:	Size:	Income:	Eligible:
37	Number:	Date:	Size:	Income:	Eligible:
38	Number:	Date:	Size:	Income:	Eligible:
39	Number:	Date:	Size:	Income:	Eligible:
40	Number:	Date:	Size:	Income:	Eligible:
41	Number:	Date:	Size:	Income:	Eligible:
42	Number:	Date:	Size:	Income:	Eligible:
43	Number:	Date:	Size:	Income:	Eligible:
44	Number:	Date:	Size:	Income:	Eligible:
45	Number:	Date:	Size:	Income:	Eligible:
46	Number:	Date:	Size:	Income:	Eligible:
47	Number:	Date:	Size:	Income:	Eligible:

48	Number:	Date:	Size:	Income:	Eligible:
49	Number:	Date:	Size:	Income:	Eligible:
50	Number:	Date:	Size:	Income:	Eligible:
51	Number:	Date:	Size:	Income:	Eligible:
52	Number:	Date:	Size:	Income:	Eligible:
53	Number:	Date:	Size:	Income:	Eligible:
54	Number:	Date:	Size:	Income:	Eligible:
56	Number:	Date:	Size:	Income:	Eligible:
57	Number:	Date:	Size:	Income:	Eligible:
58	Number:	Date:	Size:	Income:	Eligible:
59	Number:	Date:	Size:	Income:	Eligible:
60	Number:	Date:	Size:	Income:	Eligible:
61	Number:	Date:	Size:	Income:	Eligible:
62	Number:	Date:	Size:	Income:	Eligible:
63	Number:	Date:	Size:	Income:	Eligible:
64	Number:	Date:	Size:	Income:	Eligible:
65	Number:	Date:	Size:	Income:	Eligible:
66	Number:	Date:	Size:	Income:	Eligible:
67	Number:	Date:	Size:	Income:	Eligible:
68	Number:	Date:	Size:	Income:	Eligible:
69	Number:	Date:	Size:	Income:	Eligible:
70	Number:	Date:	Size:	Income:	Eligible:
71	Number:	Date:	Size:	Income:	Eligible:
72	Number:	Date:	Size:	Income:	Eligible:
73	Number:	Date:	Size:	Income:	Eligible:
74	Number:	Date:	Size:	Income:	Eligible:
75	Number:	Date:	Size:	Income:	Eligible:
76	Number:	Date:	Size:	Income:	Eligible:
77	Number:	Date:	Size:	Income:	Eligible:
78	Number:	Date:	Size:	Income:	Eligible:
79	Number:	Date:	Size:	Income:	Eligible:
80	Number:	Date:	Size:	Income:	Eligible:
81	Number:	Date:	Size:	Income:	Eligible:
82	Number:	Date:	Size:	Income:	Eligible:
83	Number:	Date:	Size:	Income:	Eligible:
84	Number:	Date:	Size:	Income:	Eligible:
85	Number:	Date:	Size:	Income:	Eligible:
86	Number:	Date:	Size:	Income:	Eligible:
87	Number:	Date:	Size:	Income:	Eligible:
88	Number:	Date:	Size:	Income:	Eligible:
89	Number:	Date:	Size:	Income:	Eligible:
90	Number:	Date:	Size:	Income:	Eligible:
91	Number:	Date:	Size:	Income:	Eligible:
92	Number:	Date:	Size:	Income:	Eligible:
93	Number:	Date:	Size:	Income:	Eligible:
94	Number:	Date:	Size:	Income:	Eligible:
95	Number:	Date:	Size:	Income:	Eligible:
96	Number:	Date:	Size:	Income:	Eligible:
97	Number:	Date:	Size:	Income:	Eligible:
98	Number:	Date:	Size:	Income:	Eligible:
99	Number:	Date:	Size:	Income:	Eligible:
100	Number:	Date:	Size:	Income:	Eligible:

Under penalty of perjury, I certify that the above declaration is true and correct. I understand that the information is subject to audit and investigation by the Public Utility Commission of Texas upon reasonable notification and during normal business hours.

Applicant signature (property owner or Agent)	Date:	Project Sponsor signature	Date:

The information provided on this form will be used solely for the purpose of determining whether the complex is eligible for this program and will be kept confidential by the contractor and by the Public Utility Commission of Texas. It will not be Sold or provided to any other party.