New Household Member

All properties are reporting on an annual basis. Please contact our office at 406-841-2840 and ask to speak to Bob, Rena, or Todd if you have any questions.

New household member TIC: This needs to be completed, signed and placed in file along with all verification paperwork. Please click link to print form. http://housing.mt.gov/content/About/MF/docs/LIHTCCompliance/TCNewHouseholdMemberRDR.pdf.

Building Page:
After clicking on proceed to units; select the unit and click on view/modify tab.

Household Tab
Household composition: Click on new and fill in the information as described above. After all information is entered, click update and add additional household members, including unborn children.

Income Tab
1. *Household Income:* Click new
2. *Member name:* Select the household member
3. *Annual income:* Can either put in total amount or can use the calculate button.
4. *Verification date:* This will be the date the employer signed the verification. If it is a self-affidavit it will be the date signed by the tenant.
5. *Relation:* Select best option
6. *Source of Income*: Select appropriate type
7. *Income Verification Source:* Select appropriate type
   a. If a self-affidavit select not verified

Any earned income for minors need be entered under their name not the parents. (SS benefits are included in this)

Click update after information is entered and add all other income for additional household members.

Assets Tab
1. *Household Assets:* Click new
2. *Member Name:* Select household member
3. *Type of Asset*: Select appropriate type
4. *Asset Verification Source*: Select appropriate type
5. *Verification Date*: Date verification or under 5000 form signed
6. *Relation*: Leave blank

COL instructions updated January 2014

7. *Cash Value*: Total asset amount
8. *Annual Asset Income*: Interest amount on asset

Click update once all data is entered and add all other assets for additional household members.

Unit Rent Tab
1. *Rent Change Date*: Enter the new rent date (if applicable)
   a. *No Voucher*: Example: new household member moves in on 1/18/13 but rent to increase on 2/1/13. 2/1/13 is the rent change date to be entered.
   b. *Voucher change*: rent change date is the certification or effective date on determination letter from housing provider.
2. *Tenant Paid Rent*: Tenant paid portion of monthly rent (no prorated amounts)
3. *Mandatory Charges*: Any charge that is required by the property (Inquire with company, if unsure)
4. *Rent Subsidy*: If known at time of addition to household
   If falls outside the period DO NOT ENTER. If the household was to vacate the unit you will not be able to delete it once it has been posted.
5. *Utility Allowance*: Enter only if paid by tenant. This amount must match what is listed on the right hand side of the box.

DO NOT print out another TIC from COL for them to sign. You will have the New Household member TIC signed that shows all above information.

*DO NOT enter any retroactive rent amounts that come from the housing provider.

*Rent subsidy: Please keep in mind that if a tenant is receiving subsidy that the total amount of tenant paid rent may go above the TC max.

*Remember that the tenant paid portion must stay below the TC limit unless they have subsidy.

*If the tenant stops receiving the subsidy, then the rent must be dropped and cannot exceed the TC max.