



# Recertification of Family Income and Composition Statistical Report

U.S. Department of Housing and Urban Development  
Office of Housing  
Federal Housing Commissioner



OMB Approval No 2502-0082

Public reporting burden for this collection of information is estimated to average 10 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Records Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0082), Washington, D.C. 20503.

The information requested is required by P.L. 479-48 Stat. U.S.C. 1701 et. seq. Failure to provide the requested information may result in loss of assistance payment. Important: See instructions before completing this statistical report.

A. Income Adjustment		B. Assistance Computation	
Income		Payments	
1. Total annual income (6(a) form HUD-93101)	\$	1. Current Full Monthly Mortgage Payment	\$
(a) Less: 5% of Total Annual Income	\$	2. 20% or 28% of Adjusted Monthly Income (A3)	\$
(b) Less: Earnings of Eligible Minors	\$	3. Formula (1) for Mo. Subsidy (1 minus 2)	\$
(c) Less: Eligible Minors (_____) x \$300	\$	4. Monthly Payment (Principal \$ int. + MIP)	\$
2. Adjusted Annual Income	\$	5. Minus Mo. Payment (P - 1 @ %)	\$
3. Adjusted Monthly Income (No. 2, above - 12)	\$	6. Formula (2) for Mo. Sub. (4 minus 5) May be derived from Factor Tables, HUD Handbook 4330.1, Appendix 1(B)	\$
4. Date of Mortgage Insurance: <small>Determine interest rate from Item 8</small>		7. Assst. Payment Auth. (lesser of 3 or 6)	\$
		8. Mortgagee's Monthly Payment (1 minus 7)	\$
		9. Number in Household (Item 6, HUD-93101)	

C. Statistical Data		
1. FHA Case Number (Col. 1-14)	2. Family Type (Item 6, HUD-93101) (Col. 1-7) <input type="checkbox"/> Husband and Wife <input type="checkbox"/> Single Male with Children <input type="checkbox"/> Other (Single Male, no children, unlicensed household, etc.) <input type="checkbox"/> Female Head with Children <input type="checkbox"/> Female Head without Children	3. Age of Head (Item 6, HUD-93101) (Col. 18-19)
4. Sex of Head (Item 6, HUD-93101) (Col. 20) <input type="checkbox"/> Male <input type="checkbox"/> Female	5. New Payment is: (check 1 one) (Col. 53) <input type="checkbox"/> No Change <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <small>from previous assistance</small>	6. Amount of Increase or Decrease (Col. 54-58) <input type="checkbox"/> None \$ _____
7. Effective Date of Payment Change (MM / YY) (Col. 57-60)	8. New Assistance Formula (Col. 61) 1 <input type="checkbox"/> 2 <input type="checkbox"/>	9. How many times has the mortgagee received? (Col. 62-63) 1 <input type="checkbox"/> 2 <input type="checkbox"/>
10. Continued Eligibility (Col. 64) <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Mortgage Number (Col. 66-70)	

Mail to:  
Dept. of Housing and Urban Development  
Information Policies and Systems  
Data Entry Support Branch - Room 7149  
451 7th St., SW  
Washington, D.C. 20410

Review and Certification: I certify that the information above is based on a recertification on form HUD-93101, signed by at least one of the mortgagee, which is retained in our file. The information provided by the mortgagee has been verified before being used in the assistance calculations above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions**  
Use this form to report significant data resulting from Section 235 recertifications of income, family composition, and occupancy. Prepare one copy of this form for each mortgage for which a recertification was processed and a confirmed change in assistance payments made (or the requirement for continuation of the same amount of assistance verified). Send the forms as soon as processing is completed, to the address above.

Sections A and B are provided for your convenience and their use is not required. However you choose to perform the computations, you must be prepared to support the results. A copy of this form, or the computations if performed elsewhere, must be placed in the mortgagee's case file.

**Statistical Data.** (Numbering corresponds to the columns used to record each item.)  
1. Enter the complete FHA Case Number.  
5-9. When dollar amounts are entered, round all figures to the nearest whole dollar and leave any blank spaces to the left of the numbers.  
10. Check "Yes" if the mortgagee remains entitled to any assistance whatsoever; "No" if either Formula One or Two produces assistance of zero or less.  
11. The Mortgagee Number must be entered since it is the only identification of the mortgagee appearing on the report. The number is the ten-digit code number assigned at the time of your approval as mortgagee.

Previous Edition is Obsolete

Form HUD-93101-A (3/90)  
ref. Handbook 4330.1