## INSTRUCTIONS FOR FILING OUT APPLICATION FOR TENANT ELIGIBILITY

**UNDER THE SECTION 236 PROGRAM FHA FORM NO. 1311 REV. 8/71**

### DEFINITION

**"Family" or "household"** means (a) two or more individuals living together as a single housekeeping unit and sharing in all or in part the following: (1) household expenses, (2) meals, (3) household finances, and (4) household income.

(b) Any person related by blood or marriage to the head of the household who is under 21 or is a full-time student.

**"Income"** means compensation of any kind received for services rendered, whether in the form of cash or in kind, from any source, whether earned or unearned.

**"Loss"** means the reduction of income caused by a temporary or permanent decrease in income or the inability of an employer to pay wages or salaries.

**"Net Income"** means the income of the family after deductions for federal income tax, state income tax, and other federal, state, and local taxes.

**"Property Income"** means income from rents, royalties, or other investment income derived from the operation of the property.

### RULES

1. The use of the property for the project management is represented by the signature of the FHA (Form 1311 Rev. 8/71). In the case of a personal income to be earned from the property, the income for all other income to be earned from the property and the responsibility of the project sponsor or assignee.

2. Information for Items 2, 3, 4, and 5 in the Application(s) means:

(a) Moneys, Other Funds, Deposits, Yearly Earnings, and Moneys of Employer.

(b) The amount of moneys received from the source and the monthly net amount.

(c) The source and the amount of moneys received from the source and the monthly net amount.

(d) The source and the amount of moneys received from the source and the monthly net amount.

3. Data for each individual member of the household, including husband and wife or other eligible persons (F-1 to F-7), their names, age, sex, family membership, Social Security Number, if any, and income during the last 12 months to be evidence of income sources to be obtained from the respondent.

### RULES

1. Through F-7, the name of each individual member of the family, including husband and wife or other eligible persons (F-1 to F-7), their names, age, sex, and marital status are obtained.

2. Through F-7, the name of each individual member of the family, including husband and wife or other eligible persons (F-1 to F-7), their names, age, sex, and marital status are obtained.

3. Through F-7, the name of each individual member of the family, including husband and wife or other eligible persons (F-1 to F-7), their names, age, sex, and marital status are obtained.

4. Through F-7, the name of each individual member of the family, including husband and wife or other eligible persons (F-1 to F-7), their names, age, sex, and marital status are obtained.
## APPLICATION FOR TENANT ELIGIBILITY UNDER THE SECTION 216 PROGRAM

### 7. HOUSEHOLD COMPOSITION AND FAMILY INCOME

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Sex</th>
<th>Race</th>
<th>Occupation</th>
<th>Years Employed</th>
<th>Annual Income</th>
<th>Monthly Income</th>
<th>Other Income</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

### 6. EMPLOYMENT

- **Employment:**
  - **(3) Position:**
- **(4) Employer (Name and Address):**

### 8. INCOME LAST 12 MONTHS

<table>
<thead>
<tr>
<th>Source of Income</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 5. PAYMENT CALCULATIONS

- **(a) Total Income:**
- **(b) Total Family Income:**
- **(c) Total Family Income:**

### SPECIAL CONSIDERATION TO BE GIVEN RECEIVED

- **(1) Dependent:**
- **(2) Unemployed:**
- **(3) Temporary:**

### CERTIFICATION

- **(1) True:**
- **(2) False:**

### 7. HOUSEHOLD COMPOSITION AND FAMILY INCOME

- **Address:**
- **Type of Housing:**
- **Renter:**
- **Owner:**
- **Single Parent:**
- **Single Person:**
- **Renter:**
- **Owner:**
- **Single Parent:**
- **Single Person:**

### 8. INCOME LAST 12 MONTHS

- **Sources of Income:**
- **Total Income:**
- **Total Family Income:**
- **Total Other Income:**

### 6. EMPLOYMENT

- **Employment:**
- **Position:**
- **Employer (Name and Address):**

### SPECIAL CONSIDERATION TO BE GIVEN RECEIVED

- **Dependent:**
- **Unemployed:**
- **Temporary:**

### CERTIFICATION

- **True:**
- **False:**

### 7. HOUSEHOLD COMPOSITION AND FAMILY INCOME

- **Address:**
- **Type of Housing:**
- **Renter:**
- **Owner:**
- **Single Parent:**
- **Single Person:**
- **Renter:**
- **Owner:**
- **Single Parent:**
- **Single Person:**

### 8. INCOME LAST 12 MONTHS

- **Sources of Income:**
- **Total Income:**
- **Total Family Income:**
- **Total Other Income:**

### 6. EMPLOYMENT

- **Employment:**
- **Position:**
- **Employer (Name and Address):**