

SECTION 8 RENT CALCULATION WORKSHEET

Applicant Name: _____ Date: _____
 Applicant Social Security #: _____
 Address: _____ City: _____ State: _____ Zip Code: _____

The determination of the family's share of total housing costs and the PHA's Housing Assistance Payment (HAP) is a two-step process. When the Housing Choice Voucher is issued, the applicant or participant must be given information on the minimum the family is expected to contribute to housing costs and the maximum subsidy that the PHA can pay. Because the family has the option of selecting a unit with a rent that is more or less than the PHA payment standard, the final calculation of the family's share of the housing costs and the HAP amount cannot be completed until the family has selected a unit.

PART I – INFORMATION PROVIDED TO APPLICANT OR PARTICIPANT AT VOUCHER ISSUANCE

A. Minimum and Maximum Tenant Contributions to Housing Costs

CALCULATING TOTAL TENANT PAYMENT

Total Tenant Payment (TTP) – This is the minimum amount a family must contribute toward rent and utilities regardless of the unit selected. The TTP is the greater of:

- 30% of monthly adjusted income;
- 10% of monthly gross income;
- The welfare rent (in as-paid states only); or
- The PHA minimum rent (PHA determined).

30% of Monthly Adjusted Income:

1. _____ **Enter Annual Adjusted Income** (from Annual Income Worksheet)
Divided by 12. This is Monthly Adjusted Income.
2. _____ **Multiply Line 1 by 30%** (\$ _____ X .30 = \$ _____).
 This is 30% of Monthly Adjusted Income.

10% of Monthly Gross Income:

3. _____ **Enter Annual Gross Income** (from Annual Income Worksheet)
Divided by 12. This is Monthly Unadjusted (Gross) Income.
4. _____ **Multiply Line 3 by 10%** (\$ _____ X .10 = \$ _____).
 This is 10 % of Monthly Unadjusted (Gross) Income.

Welfare Rent: (Only applies in states where the welfare payment includes a designated portion for housing costs.)

5. _____ **Enter Welfare Rent if applicable to this PHA.**
- PHA Minimum Rent: (PHAs may establish a minimum rent (by Board resolution) in any amount between \$0 and \$50 per month.)
6. _____ **Enter PHA Minimum Rent.**
 7. _____ **Assigned TTP.** (Preservation/Enhanced Vouchers)
 8. _____ **Enter greater of Line 2, 4, 5, 6 or 7. This is the TTP.** The participant will never pay less than the TTP regardless of the unit selected.

CALCULATING MAXIMUM INITIAL RENT BURDEN

9. _____ **Enter Payment Standard**
(or HUD-Approved Exception Payment Standard) for Required Sized Unit.
10. _____ **Enter Total Tenant Payment from Line 8.**
11. _____ **Enter 40% of Line 1.** (\$ _____ X .40 = \$ _____).
12. _____ **Enter Payment Standard from Line 9.**
13. _____ **Subtract TTP (Line 10) from Line 12.** This is the Maximum Subsidy for this family
14. _____ **Add Line 11 and Line 13.** This is the maximum gross rent for this family.

CALCULATING AFFORDABLE RENT FOR THIS FAMILY

- | | | |
|---|----------|------------------------------|
| | (a) | (b) |
| 15. Family TTP from Line 8. (Minimum the family will pay.) | \$ _____ | |
| 16. Maximum Initial Rent Burden (Line 11) | | \$ _____ |
| 17. Maximum Subsidy from Line 13 (put on 17a & 17b) | \$ _____ | \$ _____ |
| 18. Family may consider units with gross rents between
(Add 15a + 17a) and (Add 16b + 17b) | \$ _____ | \$ _____ and \$ _____ |

If the family selects a unit with a gross rent at or below Line 18(a), the family will pay the amount on Line 15. If the family selects a unit with a gross rent higher than the amount on Line 18(a), the family will pay the amount on Line 15 **plus** the *difference between Line 18(a) and 18(b). (*NOTE: Family cannot pay the difference if more than 40% of Monthly Adjusted Income on Line 11.)

CALCULATING UTILITY ALLOWANCE	CALCULATING GROSS RENT
List appropriate utility allowances from the Utility allowance schedule in your briefing packet.	28. _____ Rent to Owner 29. _____ Add Utility Allowance (from Line 26) 30. _____ Gross Rent
19. _____ Space Heating	
20. _____ Air Conditioning	
21. _____ Cooking	
22. _____ Other Electric	
23. _____ Water Heating	
24. _____ Water	
25. _____ Sewer	
26. _____ Trash Collection	
27. _____ Total Utility Allowance (Enter here and on Line 28.)	

PART II – CALCULATING COMPLETED FOLLOWING UNIT SELECTION

A. HAP Subsidy - The actual HAP payment can be calculated only after the family has selected a unit and the gross rent for the unit is known. The subsidy cannot exceed the maximum subsidy calculated above (See Line 13) but may be less than the maximum subsidy if the gross rent for the unit is less than the payment standard amount. The HAP is the lower of:

- (1) The payment standard for the family minus the TTP, or
- (2) The gross rent minus the TTP.

CALCULATING THE HAP PAYMENT			
31. Enter the Payment Standard (Line 9)	\$ _____	34. Enter Gross Rent (Line 30)	\$ _____
32. Subtract TTP (Line 8)	\$ _____	<i>(Rent to Owner + Utility Allowance)</i>	
33. Result	\$ _____	35. Subtract TTP (Line 8)	\$ _____
		36. Result	\$ _____
37. HAP Subsidy (Enter the lesser of Line 33 or 36)			\$ <input style="width: 100px;" type="text"/>

CALCULATING FAMILY SHARE

- | | |
|---|---|
| 38. Payment Standard for Selected Unit (Line 31) | \$ _____ |
| 39. Enter Amount (Line 2) | \$ _____ |
| 40. Enter Amount (Line 4) | \$ _____ |
| 41. Welfare Rent (Line 5) | \$ _____ |
| 42. PHA Minimum Rent | \$ _____ |
| 43. Total Tenant Payment (TTP) (Line 32) | \$ _____ |
| 44. Maximum Initial Rent Burden (Line 11 plus Line 13) | \$ _____ |
| 45. Gross Rent (Rent to Owner plus Utility Allowance - Line 30) for Unit Selected | \$ _____ |
| 46. If Line 45 is less than Line 38 the Family Share equals Line 43. | \$ <input style="width: 100px;" type="text"/> |
| 47. Line 45 minus Line 38 | \$ _____ |
| 48. Family Share (Line 43 plus Line 47) | \$ <input style="width: 100px;" type="text"/> |

RENT CALCULATION

B. Standard Rent Calculation (If prorated rent, skip to Line 56)

- 49. Total Family Share from Line 46 or 48 whichever applies..... \$ _____
- 50. Rent to Owner \$ _____
- 51. Lower of Line 38 or Line 45 \$ _____
- 52. Line 51 minus Line 43 \$ _____
- 53. HAP to Owner: lower of Line 50 or Line 52 \$ _____
- 54. Tenant Rent to Owner: Line 50 minus Line 53 \$ _____
- 55. Utility Reimbursement to family: Line 52 minus Line 53, but do not exceed Line 27 \$ _____

C. Prorated Rent Calculation – For families that include both members who are citizens or have eligible immigration status and members who do not have eligible immigration status (or elect not to state that they have eligibility status), the amount of assistance is prorated, based on the percentage of household members who are citizens or documented eligible immigrants. Use steps 56 through 64 to determine prorated assistance.

- 56. Norman Total HAP: copy from Line 52, but do not exceed Line 45 \$ _____
- 57. Total Number of Eligible _____
- 58. Total Number in Family _____
- 59. Proration Percentage: Line 45 divided by Line 56 _____
- 60. Prorated Total HAP: Line 56 X Line 59 \$ _____
- 61. Mixed Family total family contribution: Line 45 minus Line 60 \$ _____
- 62. Utility Allowance if any: copy from Line 27 \$ _____
- 63. Mixed Family tenant rent to owner: Line 61 minus 62 – If positive or 0, put tenant rent

\$

 If negative, credit tenant

\$

- 64. Prorated HAP to Owner: Line 50 minus Line 63. If Line 63 is negative, put Line 50 amount

\$

SUMMARY
(For PHA Staff Use in completing HUD-52641 HAP Contract)

- TOTAL TENANT PAYMENT (TTP) (Line 8) \$ _____
- PAYMENT STANDARD (Line 31) \$ _____
- MAXIMUM GROSS RENT (Line 14) \$ _____
- GROSS RENT RANGE FOR THIS FAMILY (Line 18A & 18B) FROM \$ _____ TO \$ _____
- UTILITY ALLOWANCE (Line 27) \$ _____
- HAP SUBSIDY (LINE 37) \$ _____
- FAMILY SHARE (Line 46 or 48, whichever applies) \$ _____
- RENT TO OWNER (Line 50) \$ _____
- HAP TO OWNER (Line 53 or Line 64) Enter here and on Line 7 of HAP Contract \$ _____
- TENANT RENT TO OWNER (Line 54 OR Line 63) \$ _____

INITIAL LEASE TERM From _____ To _____ (Enter here and on Line 5 of HAP Contract)

CONTRACT UNIT (Enter Unit information below and on Line 3 of HAP Contract):

Unit Size (Circle One) 1BR 2BR 3BR 4BR Other _____

Unit Address: _____ City: _____ State: _____ Zipcode: _____

Name of Owner: _____
 Address: _____ City: _____ State: _____ Zipcode: _____

HOUSEHOLD (List names of persons who may reside in the unit here and on Line 4 of HAP Contract):

