

Riverside County Economic Development Agency  
Mortgage Credit Certificate Program  
5555 Arlington Avenue, Riverside CA 92504  
Phone: 951-343-5469  
[www.rivcoeda.org](http://www.rivcoeda.org)

## INCOME COMPUTATION WORKSHEET

I (We), the undersigned, state that I (we) have read and answered fully, frankly and personally each of the following questions for all persons who are to occupy the Residence.

1. Listed below are the **names of all persons** who intend to **reside in the Residence**:  
(Tab through fill-able fields)

Name of Household Member	Relation to Head of Household	Age	Social Security Number	Employer	Annual Income
<i>Sample Homebuyer</i>	<i>Head</i>	<i>59</i>	<i>555-55-5555</i>	<i>ABC Company</i>	<i>\$55,000.00</i>
	Head				\$
					\$
					\$
					\$
					\$
					\$
					\$
Annual <b>Asset Income:</b>					\$
Total of ALL income above:					\$

## INCOME COMPUTATION

2. The total annual income, calculated in accordance with the provisions of this paragraph, of all persons (except children under the age of 18 years) listed above on the date hereof, which is not more than four months prior to the date that I (we) plan to move into the Residence, is \$ \_\_\_\_\_ annually (income total from above).

Included in the anticipated income listed above are:

- a. all wages and salaries, overtime pay, commissions, fees, tips and bonuses and other compensation for personal services, before payroll deductions;
- b. the net income from the operation of a business or profession or from the rental of real or personal property (without deducting expenditures for business expansion or amortization of capital indebtedness or any allowance or depreciation of capital assets);
- c. interest and dividends;
- d. the full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including any lump sum payment for the delayed start of a periodic payment;
- e. payments in lieu of earnings, such as unemployment and disability compensation, workman's compensation and severance pay;
- f. the maximum amount of public assistance available to the above persons other than the amount of any assistance specifically designated for shelter and utilities;
- g. periodic and determinable allowances, such as alimony and child support payments and regular contributions and gifts received from persons not residing in the dwelling;
- h. all regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is the head of the household or spouse (or other persons whose dependents are residing in the unit);
- i. any earned income credit to the extent that it exceeds income tax liability;
- j. includes any of the above listed anticipated income from a co-signer who intends to use the Residence as their Principal Residence; and
- k. includes any of the above listed anticipated income from a co-mortgagor.

**Excluded** from such anticipated income are:

- a. casual, sporadic or irregular gifts;
- b. amounts which are specifically for or in reimbursement of medical expenses;
- c. lump sum additions to family assets, such as inheritances, insurance payments, (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal and property losses;
- d. amounts of educational scholarships paid directly to the student or the educational institution and amounts paid by the government to a veteran for use in meeting the costs of tuition, fees, books and equipment. Any amounts of such scholarships or payments to veterans not used for the above purposes are to be included in income;
- e. special pay to a family member in the Armed Forces who is away from home and exposed to hostile fire;
- f. relocation payments under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;
- g. foster child care payments;
- h. the value of coupon allotments for the purchase of food pursuant to the Food Stamp Act of 1977; 7 USC section 2011 and 2027, which is in excess of the amount actually charged the eligible household.
- i. payments to volunteers under the Domestic Volunteer Service Act of 1973;
- j. payments received under the Alaska Native Claims Settlement Act;
- k. income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes;
- l. payments or allowances made under the Department of Health and Human Services' Low-income Home Energy Assistance Program;
- m. payments received from the Job Training Partnership Act;
- n. income derived from the disposition of funds of the Grand River Band of Ottawa Indians; and
- o. income from employment of children (including foster children) under the age of 18 years.
- p. Income from caring for one or more foster children.

3. Does any household member to include all adult members over the age of 18 years:
- a. have savings, stocks, bonds, equity in real property or other forms of capital investment (assets that generate income). Excluded from this are necessary items of personal property such as furniture and automobiles and interests in Indian trust land, Yes ☐ No ☐
  - b. have they disposed of any assets (other than at a foreclosure or bankruptcy sale) during the last two years at less than fair market value? Yes ☐ No ☐
  - c. If the answer to (a) or (b) is yes, does the combined total of all such assets owned or disposed of by all household members total more than \$5,000?  
Yes ☐ (go to item d) No ☐ (skip to part 4)
  - d. If the answer to (c) above is yes:
    - 1. *Total Assets:* The combined total value of such assets: \$ \_\_\_\_\_
    - 2. *Income from Assets:* The amount of income expected to be derived from assets in the 12 month period beginning on the date of initial occupancy- based on actual income earned from assets, if any (sum of assets x account interest rates): \$ \_\_\_\_\_
4. This certificate is made with the knowledge that it will be relied upon by the Lender and the County to determine maximum income for eligibility to occupy the Residence, and I (we) declare that all information set forth herein is true, correct and complete and based upon information I (we) deem reliable and that the statement of total anticipated income contained in section 2 on page 1 is reasonable and based upon such investigation as the undersigned deemed necessary.
5. I (We) will assist the Lender and the County in obtaining any information or documents required to verify the statements made herein, including either an income verification from my (our) present employer(s) or copies of federal income tax returns for the immediately preceding calendar year.

6. Calculation of Total Qualifying Income:

- a. Enter amount of Total Household Income from Page 1 \$\_\_\_\_\_
- b. Asset Income:
- i) *Income from Assets*- Amount listed in 3(d)(2), if any \$\_\_\_\_\_
- ii) *Total Assets*- Amount entered in 3(d)(1), if any \$\_\_\_\_\_ x 3.5% = \$\_\_\_\_\_  
(3.5% is the HUD passbook savings rate as of 6/06)
- iii) Enter the greater of 6(b)(i) and 6(b)(ii) \$\_\_\_\_\_  
This represents the household's Asset Income
- c. **Total Qualifying Income: 6(a) + 6(b)(iii) \$\_\_\_\_\_**  
(*Total household income + income from assets*)

7. I (We) agree to disclose, prior to the closing date of the mortgage, any change in my (our) income not originally noted on this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

**All household members 18 years of age or older must sign this form.**

Executed this \_\_\_\_\_ day of \_\_\_\_\_ in the City of \_\_\_\_\_, California.

\_\_\_\_\_  
Applicant ☐ Household Member ☐

\_\_\_\_\_  
Applicant ☐ Household Member ☐

\_\_\_\_\_  
Applicant ☐ Household Member ☐

\_\_\_\_\_  
Applicant ☐ Household Member ☐