

## Gross Income - Base Rent (TTP) - HAP Calculation Sheet

Tenant Names: \_\_\_\_\_

Housing Counselor \_\_\_\_\_

Effective Date: \_\_\_\_\_

### Gross Household Income Calculations (Fill in Appropriate lines based on income frequency)

\_\_\_\_\_  
Individual Name

\_\_\_\_\_  
Individual Name

\_\_\_\_\_ x 12m/y = \_\_\_\_\_/Year  
Gross Monthly

\_\_\_\_\_ x 12m/y = \_\_\_\_\_/Year  
Gross Monthly

\_\_\_\_\_ x 52 w/y = \_\_\_\_\_/Year  
Gross Weekly

\_\_\_\_\_ x 52 w/y = \_\_\_\_\_/Year  
Gross Weekly

\_\_\_\_\_ x 26 bi-w/y = \_\_\_\_\_/Year  
Gross Bi-weekly

\_\_\_\_\_ x 26 bi-w/y = \_\_\_\_\_/Year  
Gross Bi-weekly

\_\_\_\_\_ x 24 semi m/y = \_\_\_\_\_/Year  
Gross Semi-Monthly

\_\_\_\_\_ x 24 semi m/y = \_\_\_\_\_/Year  
Gross Semi-Monthly

\_\_\_\_\_ x \_\_\_\_\_ x 52 wks/y = \_\_\_\_\_/Year  
Rate/Hour Hours/Week

\_\_\_\_\_ x \_\_\_\_\_ x 52 wks/y = \_\_\_\_\_/Year  
Rate/Hour Hours/Week

Total Household Gross Yearly Income = Sum of All Amounts Above = \_\_\_\_\_/Year

### Base Rent/Total Tenant Payment (TTP) Calculation

- |  |           |
|--|-----------|
| 1. Total Household Gross Yearly Income:  | 1. _____  |
| 2. Number of family members (except head or spouse) under 18, disabled, or full time students: | 2. _____  |
| 3. Line 2 multiplied by \$480:   | 3. _____  |
| 4. Documented Child Care Expenses:   | 4. _____  |
| <i>Elderly &amp; Documented Disabled Households Only Lines 5 -8</i>                            |           |
| 5. Documented Medical Expenses Per HUD/IRS Guidelines:   | 5. _____  |
| 6. Line 1 multiplied by .03  | 6. _____  |
| 7. Line 5 minus line 6   | 7. _____  |
| 8. Insert \$400 for elderly or documented disabled households                                  | 8. _____  |
| 9. Total Adjustments (Sum of lines 3, 4, 7, & 8)   | 9. _____  |
| 10. Adjusted Income: (Line 1 minus line 9)   | 10. _____ |
| 11. Monthly Gross Income (Line 1 divided by 12):   | 11. _____ |
| 12. 10% of Monthly Income (Line 11 multiplied by .10)  | 12. _____ |
| 13. Monthly Adjusted Income (line 10 divided by 12)  | 13. _____ |
| 14. 30% of Monthly Adjusted Income (Line 13 multiplied by .30)                                 | 14. _____ |
| 15. Base Rent or TTP (Greatest of Lines 12 and 14)   | 15. _____ |

### Housing Assistance Payment (HAP) & Tenant Rent Calculation

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Landlord Name

\_\_\_\_\_  
Unit Address

\_\_\_\_\_  
Landlord Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

Contract Rent \_\_\_\_\_  
Base Rent/TTP \_\_\_\_\_  
Utility Allowance \_\_\_\_\_  
Tenant Rent (TTP - UA) \_\_\_\_\_  
Minimum Rent, If Applicable \_\_\_\_\_  
Agency Rent \_\_\_\_\_

Prorating Factor (PF) = (# days tenant in unit/# days in month)  
PF = \_\_\_\_\_  
Prorated Tenant Rent = PF x Tenant Rent = \_\_\_\_\_  
Prorated Agency Rent = PF x Agency Rent = \_\_\_\_\_