



Dear Tenant(s) of building _____ in unit _____:

The owner of your building is applying for Lead Hazard Reduction Grant funds from the U.S. Department of Housing and Urban Development (HUD). The money will be used to fix lead based paint hazards in your building and complete repairs to other general health and safety issues that may be found during inspection. This money will help make your home a healthier place for you to live.

In order to qualify for the program, your landlord is asking for proof of your income. Why? The funding for this program is based on the income of tenants. The program requires proof your landlord is renting to tenants that fall below the area median income levels and requires your landlords to keep your unit affordable for yourself and future tenants. We are working with your landlord to create safe, affordable housing through this funding.

To assist the City of Portland in determining this project's eligibility, please complete the form below. The information you provide is for the use of the City of Portland's Lead Safe Housing Program and to the extent permitted by law, the City of Portland will keep such information confidential.

Proof of income is required and ALL income must be accounted for in your application. All persons in the apartment over the age of 18 must include their income. Eight (8) weeks of income MUST be included.

Wages and taxable income
Minor child's SSI
Military retirement
TANF
Unemployment Benefits

SSI / SSDI
VA Disability Benefits
General Assistance
Housing Subsidy
Non Taxable Reimbursements

If you have any questions, please do not hesitate to reach out to our program coordinator Karlene Hafemann at khafemann@portlandmaine.gov or our loan officer Ronda Jones at rej@portlandmaine.gov.

Your timely assistance makes our work to your building possible. Please return no later than _____. Documents can be returned to your landlord or mailed to:

City of Portland Housing and Community Development Department
Attention: Lead Safe Housing Program
389 Congress St. Room 312
Portland, Maine 04101

Sincerely,
Theresa Galvin
Lead Safe Housing Program Manager



Lead Safe Housing Program- Tenant Income Verification



Note to tenant:

The owner of the building in which you reside has applied for and/or received funds from the U.S. Department of Housing and Urban Development. To assist the City of Portland in determining this project's eligibility, please complete this form. The information you provide is for the use of the City of Portland's Lead Safe Housing Program and to the extent permitted by law, keep such information confidential.

Proof of Income Requirement: Please include two months (at least 8 weeks) of your most recent paystubs in order to verify income.

Heads of Household _____ **Phone #** _____

Name: _____ Sex: M _____ F _____ DOB: _____

Address: _____ Apt#: _____ #Bedrooms: _____

Rent: Tenant contribution \$ _____ Subsidy Amount & Type (if applicable) \$ _____

Utilities included with rent: Please check which ones are included

Heat: [] oil [] gas [] electric **Stove:** [] gas [] electric **Basic Electric:** [] lights, etc.

Hot Water: [] oil [] gas [] electric **Water:** [] Public **Sewer:** [] Public

Total Household Annual Income: \$ _____ **Source:** _____

All household members 18 years and older must certify if claiming no income:

Ethnicity: (select *only one*) [] Hispanic or Latino [] Not Hispanic or Latino

Race: (select *one or more*)

- [] American Indian or Alaskan Native [] Asian
- [] Black or African American [] Native Hawaiian or Other Pacific Islander [] White

Number of persons residing at this address, relationship to head of household and date of birth:
(Use additional pages as necessary)

Name	Relationship	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FY 2020 HUD Area Median Income (AMI) Guidelines

Town of **Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth.**

Instructions: Circle the category below that fits your family size AND put a check in the sentence below to show if your income is **ABOVE** or **BELOW** the income listed for the size of your family.

80% of Area Median Income:

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350	\$103,650

I certify as the above named head of household, that our combined family income is **ABOVE**___ **BELOW**___the income limits for a family of that size. If you marked "**BELOW**" please fill in below also.

50% of Area Median Income:

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$35,150	\$40,150	\$45,150	\$50,150	\$54,200	\$58,200	\$62,200	\$66,200

I certify as the above named head of household, that our combined family income is **ABOVE**___ **BELOW**___the income limits for a family of that size.

FY 2020 HUD Area Median Income (AMI) Guidelines

Towns of **Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago.**

Instructions: Circle the category below that fits your family size AND put a check in the sentence below to show if your income is **ABOVE** or **BELOW** the income listed for the size of your family.

80% of Area Median Income:

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$43,750	\$50,000	\$56,250	\$62,500	\$67,500	\$72,500	\$77,500	\$82,500

I certify as the above named head of household, that our combined family income is **ABOVE**___ **BELOW**___the income limits for a family of that size. If you marked "**BELOW**" please fill in below also.

50% of Area Median Income:

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$27,350	\$31,250	\$35,150	\$39,050	\$42,200	\$45,300	\$48,450	\$51,550

I certify as the above named head of household, that our combined family income is **ABOVE**___ **BELOW**___the income limits for a family of that size.

I further certify that **ALL** the information I have provided on this form is **TRUE** and **CORRECT** and I acknowledge the Cumberland County HOME Consortium's right to verify same.

Signature: _____

Date: _____

If you have any questions, please contact Ronda Jones, at 874-8698 or rej@portlandmaine.gov.

Rev. 04/2020 Income limits effective

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