



Affordable Rental Program Eligibility Guidelines

General Eligibility

- At least one applicant must work 25-hours/week (not applicable if disabled or retired)
- Must obtain Income Eligibility Certification from the Property Management stating that household income and assets meet the Mueller Affordable Rental Program Income & Asset Guidelines and is at or below 60% of the Median Family Income for Austin area as published annually by HUD
- Must reside on the property
- Must agree to all affordable Rental restrictions and participate in the Mueller Affordable Rental Program
- Must comply with the City of Austin’s SMART Rental Program
- Must provide accurate and complete information. False or misleading statements concerning household status, income, and/or assets will disqualify applicants from participation in the program and may subject the applicant to other sanctions
- Other restrictions may apply

I. Household Size

Household size is composed of all individuals who will be occupying the unit. If two people are a “couple” regardless of marital status, then both people must be included on the application. A couple in the process of a divorce or separation must submit proof of filing in order to apply separately.

Persons not counted as family members for the purpose of determining income include:

- A child who is subject to a shared-custody agreement in which the child resides with the household for *less* than 50 percent of the time;
- Unborn children; and
- Children being pursued for legal custody or adoption who are not currently living with the household.



II. Income

The Mueller Affordable Rental Program has adopted Income & Asset Guidelines, in order to assist renters who could not otherwise afford to rent a unit. Income Eligibility Certification is contingent on the City of Austin’s SMART Rental approval. Renters must meet both the Mueller Affordable Rental Program Income & Asset requirements and the City of Austin’s SMART Rental Income requirements, to rent a Mueller Affordable Unit. **Income Eligibility Certification does not guarantee that an applicant will qualify for a unit. Other restrictions may apply.**

2018 HUD INCOME LIMITS BY HOUSEHOLD SIZE (Effective June 1, 2018)

Household Size	1	2	3	4	5	6	7	8
60% Median Income	\$36,120	\$41,280	\$46,440	\$51,600	\$55,740	\$59,880	\$64,020	\$68,160

Income Inclusions & Asset Guidelines	
<ol style="list-style-type: none"> 1). The full amount, before any payroll deductions, of wages and salaries, tips, commissions, bonuses and other compensation; 2). Self-employment Net Income as shown in the Federal Tax Returns from the operation of own business including proprietorships and partnerships and incorporated businesses; 3). Social security or Railroad retirement; 4). Profit (or loss) from royalties or rental of land, buildings or real estate or roomers or boarders. Income from any estate and or trust fund; 5.) Financial Aid 6). Supplemental Security Income (SSI), or any public assistance or welfare payments such as TANF; 7). Regularly received retirement payments, survivor or disability pensions, including IRA/Keogh distributions, rental income; 8). Child support or alimony; 	<ol style="list-style-type: none"> 9). Any other sources of income received regularly, including but not limited to, VA payments, unemployment, interest, dividends, or investment fund or trust distributions; 10). Asset limit is \$150,000. Assets include, for example, cash, checking, money market and savings account balances, certificates of deposit, investment portfolios such as stocks and bonds, and the equity in any real estate owned. 11). Income from assets calculated at the published HUD Passbook Rate (currently .06%, but subject to change). 12.) Additional documentation may be needed to verify other income sources if applicable <p style="text-align: center;"><i>INCOME & ASSET GUIDELINES ARE SUBJECT TO CHANGE other restrictions may apply</i></p>



III. Documents:

Please follow the PROPERTY MANAGEMENT’S INSTRUCTIONS TO DELIVER THE REQUIRED INCOME DOCUMENTATION & INCOME ELIGIBILITY APPLICATION.

Completed Mueller Affordable Rental Program Income Eligibility Application signed and dated by all applicants (*all household members must be included on the application*).

Two (2) months’ most immediate paycheck stubs for which the pay dates occurred within the last ninety (90) days.

- Employer verification may be used if an applicant will be a new employee who will then be *required to follow up with the next two months’ worth of paycheck stubs.
- **IF SELF EMPLOYED:** In *addition* to the 2 COMPLETE years of federal returns please include a current profit & loss estimate projecting income and expenses for 12 months.

Last THREE (3) MONTHS of all checking & savings accounts. Each bank statement must include the name of the applicant/resident, name of the banking establishment, the reporting period, and all pages.

Most current statements for CDs, brokerage accounts, stock investments, mutual funds, etc., and proof of value any other asset held by any member of the household.

Proof of value, as evidenced by a taxing authority or a certified real estate appraiser, and proof of current balance of any debt for any real estate owned.

TWO YEARS of signed FEDERAL income tax returns and corresponding W2’s (If you don’t have copies please request a transcript from the IRS by calling 1-800-829-1040).

* Award letter(s) if receiving social security, pension, survivor or disability payments.

* If you have been divorced since your last federal tax return was filed, a copy of your executed divorce decree OR, if you are in the process of a divorce, a copy of the petition for divorce.

* If you are divorced or legally separated, a copy of your court ordered custody arrangements, order for child support and/or alimony.

* If receiving financial aid, provide a letter that includes the amount of the aid and when the aid will be given.

**as it may apply*

***OTHER DOCUMENTATION MAY BE REQUESTED,
IN ORDER TO VERIFY INCOME & ASSETS***



I HAVE READ AND UNDERSTAND THE ELIGIBILITY INSTRUCTIONS.

I UNDERSTAND THAT SUBMITTING FALSE OR MISLEADING INFORMATION MAY DISQUALIFY ME FROM PARTICIPATING IN THE PROGRAM AND MAY SUBJECT ME TO OTHER SANCTIONS.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

THE ELIGIBILITY INSTRUCTIONS MUST BE SIGNED BY THE APPLICANT(S) AND RETURNED WITH THE INCOME ELIGIBILITY APPLICATION & REQUIRED DOCUMENTATION.

Applicant

Date

Co-Applicant

Date

EQUAL OPPORTUNITY: There will be no discrimination against an applicant on the basis of race, age, sex, marital status, sexual orientation, national origin, religion, handicap, or source of income.

