

UNIT# \_\_\_\_\_

Maine State Housing Authority (MaineHousing)  
2016 LEAD HAZARD REDUCTION DEMONSTRATION GRANT PROGRAM

**TENANT/LANDLORD INCOME DECLARATION FORM**

The following income verification document review hierarchy must be followed in all cases (please reference HUD Policy Guidance Number: 2013-07 Dated: October 1, 2013):

- A. Third Party (online or hard copy)
- B. Verbal Third Party (documented by the grantee)
- C. Tenant/Landlord Declaration (signed statement by tenant and/or landlord)

Program Administrator must document attempts to verify income through steps A. Third Party (online or hard copy) and B. Verbal Third Party (documented by the grantee):

**A. Third Party online/hard copy verification:**

Attempted on: \_\_\_\_\_ Attempted by \_\_\_\_\_  
Comments \_\_\_\_\_

**B. Verbal Third Party verification:**

Attempted on: \_\_\_\_\_ Attempted by \_\_\_\_\_  
Person contacted: \_\_\_\_\_  
Organization/employer/business: \_\_\_\_\_  
Date of conversation: \_\_\_\_\_  
Information conveyed/reason for not having a written request and response:  
\_\_\_\_\_

**C. Tenant/Landlord Declaration** *(signed statement by tenant and/or landlord):*

The Applicant is unable or unwilling to provide adequate third party documentation, and a verbal third party confirmation of income is not possible; therefore, this declaration is being submitted.

Applicant's employer: \_\_\_\_\_  
Applicant's income: \_\_\_\_\_  
Income deductions: \_\_\_\_\_  
Evidence of financial assistance received from other public sources:  
\_\_\_\_\_

Number of children in the unit and ages: \_\_\_\_\_

**Comments**

*(Other information relevant to the applicant's eligibility that provides a basis for providing assistance, such as neighborhood income statistics, location of the unit within a designated revitalization zone, etc.):*

\_\_\_\_\_

I certify under penalty of law that the information contained in this declaration is true, accurate and complete to the best of my knowledge. I understand that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

_____ Landlord Signature	_____ Landlord Name	_____ Date
_____ Tenant Signature	_____ Tenant Name	_____ Date
_____ Administrator Signature	_____ Administrator Name	_____ Date