



AFFORDABLE/WORKFORCE RENTAL
TENANT QUALIFICATION WORKSHEET

Name of Applicant(s)_____

Unit # & street address _____

of Adults_____ # of Children_____

INCOME RANGE

☐ 0 – 50% ☐ 50 – 80% ☐ 80 – 120% ☐ Workforce Income Limit: \$_____

EMPLOYMENT

Applicant #1	Employer	Hours worked annually	Local Business (yes/no)
	Total Hours:		

Applicant #2	Employer	Hours worked annually	Local Business (yes/no)
	Total Hours:		

Applicant #3	Employer	Hours worked annually	Local Business (yes/no)
	Total Hours:		

INCOME (Break out each tenant’s income and income source individually)

Employer or Income Source	Annual Local Income	Annual Non-Local Income
Totals:		a.

Total Local and Non-Local Income	b.
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Percent non-local income _____ (Box a ÷ Box b)

Monthly Rent Charged	
Additional Charges/Fees	
Total Rent and Additional Fees	c.

Housing Cost Ratio _____ (Box b ÷ Box c)

Owner or Agent’s Signature _____ Date _____

Owner or Agent’s Printed Name _____