

Questions? Contact us:
developerservices@phila.gov



Department of
Planning and Development
CITY OF PHILADELPHIA

Resident Income Certification (RIC) Form

*Please fill out this form for each household who will lease or is currently leasing an affordable unit created in compliance with the Mixed Income Housing program. **For initial certifications, leases CANNOT be executed until the RIC is approved by Development Services staff.***

Required Documentation

Please submit all required documentation when submitting this form. A checklist is provided below for your convenience.

Documentation required for each affordable unit:

- ☐ Standard lease form
- ☐ Tenant Acknowledgement Certificate (to be included as addendum to lease)
- ☐ Completed Utility Allowance Schedule*, unless household is using a Housing Choice Voucher
- ☐ Proof of Section 8 Housing Choice Voucher, if applicable

Documentation required for all individuals over 18-years of age living within the unit:

- ☐ Credit report
- ☐ Current State-issued identification
- ☐ For income-earning adults
 - ☐ Two (2) most recent paystubs if paid biweekly or four (4) if paid weekly
 - ☐ Proof of any other type of income
 - ☐ Most recent Federal Income Tax return
- ☐ For adults with no income, Certificate of Zero Income

*To calculate the Utility Allowance, locate the correct table for the building type and fill out the bottom section with all tenant-paid utilities for the unit and service type. If the utility is paid for by the landlord, write in "Landlord Provided." You can access the Schedule here:

<https://www.pha.phila.gov/housing/housing-choice-voucher/monthly-utility-allowance-and-payments/>

Project Information

Select one of the following certifications

- ☐ Initial certification
- ☐ Re-certification
- ☐ Tenant transfer

1. Project Address: _____

Unit Information

2. Unit Number: _____
3. Unit Type:
 - ☐ Efficiency
 - ☐ 1 Bedroom
 - ☐ 2 Bedrooms
 - ☐ 3 Bedrooms
4. Unit occupation date: _____
5. Based on the affordability restrictions stated in the deed restriction for the unit, indicate the income limit expressed as a percentage of Area Median Income (AMI): _____%AMI
6. Will the household be using a Section 8 Housing Choice Voucher? ☐ Yes ☐ No
If yes, skip to question 10.
7. Using Table 1 below, enter the applicable Gross Rent Limit for the number of bedrooms in this unit (#3) at the required AMI level (#5): \$ _____ per month

TABLE 1: 2025 Gross Rent Limits (Tenant rent +utility allowance)						
Bedrooms (People)	≤40% AMI	≤50% AMI	≤60% AMI	≤80% AMI	≤100% AMI	≤120% AMI
Eff/Studio (1.0)	\$836	\$1,045	\$1,254	\$1,672	\$2,090	\$2,508
1 Bedroom (1.5)	\$896	\$1,120	\$1,344	\$1,792	\$2,240	\$2,688
2 Bedrooms (3.0)	\$1,075	\$1,343	\$1,612	\$2,150	\$2,687	\$3,225
3 Bedrooms (4.5)	\$1,242	\$1,552	\$1,863	\$2,484	\$3,105	\$3,726
4 Bedrooms (6.0)	\$1,386	\$1,732	\$2,079	\$2,772	\$3,465	\$4,158
5 Bedrooms (7.5)	\$1,529	\$1,911	\$2,293	\$3,058	\$3,822	\$4,587
*If an affordable rental unit is rented to a household with a Section 8 Housing Choice Voucher, the contract rent may, for such period that the Tenant Voucher is in effect, exceed the maximum rent otherwise permitted by this Section.						

8. Based on the Utility Allowance Schedule, indicate the monthly utility allowance for this unit:
\$ _____ per month
9. To calculate the Maximum Rent, subtract the Utility Allowance from the applicable gross rent (#7). This is the maximum monthly rent that can be charged to the tenant.
Indicate this Maximum Rent here: \$ _____ per month

Household Composition

In questions #10 through #14 below, indicate all the individuals who will occupy this unit as their principal residence. A principal residence is defined as the home or place where one's habitation is fixed and to which one, whenever they are absent, has a present intention of returning after a departure or absence therefrom, regardless of the duration of the absence. Please fill out the chart below with the names and birth dates of all adults living in the unit. Note: All adults in a Household occupying the unit must appear on the lease except for the legal dependents of leaseholders as claimed on the most recent federal income tax return or legal minor children of leaseholders.

10. Please fill out the chart below with the names and birthdates of all adults living in the unit. Note: All adults must appear on the lease, except for the legal dependents of leaseholders as claimed on the most recent federal income tax return or legal minor children of leaseholders.

Last Name	First Name	Birthdate (MM/DD/YYYY)

11. Race of individuals included on lease – Choose all that apply:

- ☐ White
- ☐ Black
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Two or more races

12. Ethnicity of individuals included on lease – Choose all that apply:

- ☐ Hispanic
- ☐ Non-Hispanic

13. Please fill out the chart below with the names and birthdates of any individuals living in the unit who are not listed on lease:

Last Name	First Name	Birthdate (mm/dd/yyyy)

14. Total household size, including all individuals who reside in the unit: _____

Annual Household Income

Please complete the chart below for all income earning adults living within the unit. All income types must be included and calculated for the full year.

A. Full Name	B. Employment Income*	C. Payments in lieu of earnings**	D. Public Assistance	E. Other Income	Income Calculation	
					F. Sum of Columns B thru E***	G. Gross Income from Tax Return

*B. Gross amount of wages include salaries, overtime pay, commissions, fees tips, and bonuses. Annual income is calculated by taking the average of paystubs and multiplying by 26 if biweekly or 52 if weekly.

**C. Social Security, SSI, Pensions, etc.

***F. Employment Income + Payments in lieu + Public Assistance + Other Income

15. Use the Income Calculation that yields the highest number for each income earning adult to calculate the total Annual Household Income, and indicate here: \$ _____

16. Total Monthly Household income: \$ _____

17. Using the total household size (#14) and the total annual household income (#15), refer to Table 2 below to indicate whether the household meets the income restrictions:

☐ Yes

☐ No

TABLE 2: 2025 Income Limits						
Household Size	≤40% AMI	≤50% AMI	≤60% AMI	≤80% AMI	≤100% AMI	≤120% AMI
1 person	≤\$33,440	≤\$41,800	≤\$50,160	≤\$66,880	≤\$83,600	≤\$100,320
2 person	≤\$38,240	≤\$47,800	≤\$57,360	≤\$76,480	≤\$95,600	≤\$114,720
3 person	≤\$43,000	≤\$53,750	≤\$64,500	≤\$86,000	≤\$107,500	≤\$129,000
4 person	≤\$47,760	≤\$59,700	≤\$71,640	≤\$95,520	≤\$119,400	≤\$143,280
5 person	≤\$51,600	≤\$64,500	≤\$77,400	≤\$103,200	≤\$129,000	≤\$154,800
6 person	≤\$55,400	≤\$69,300	≤\$83,160	≤\$110,880	≤\$138,600	≤\$166,320
7 person	≤\$59,240	≤\$74,050	≤\$88,860	≤\$118,480	≤\$148,100	≤\$177,720

Certifications & Approvals

Tenant - By signing this form, I certify that the information I provided herein is true and complete. I further certify that I will provide supporting documentation to the owner or agent of the property, which will be provided to Development Services, when requested.

Signature of tenant

Date

Owner - By signing this form, I certify that the resident is eligible under the provisions of the Declaration of Restrictive Covenant.

Signature of owner

Date

Development Services - By signing below the Housing Compliance Manager indicates that the unit meets the affordability requirements under the *Mixed Income Housing program*.

Donna Laws, Project Coordinator

Date

Attiah Brockington, Program Manager

Date