



## Nebraska Investment Finance Authority (NIFA) Tip Sheet Adding an Adult to an Existing Household

### Key Question Tips:

#### **Adding Household Members**

- Additional household members may be added to an existing household. Children do not require additional documentation; however, an addition of an adult does require specific documentation.
- The addition of new adult(s) to an existing low-income household requires the income certification for the new adult member of the household, including third-party verification. The treatment will depend on whether the building is a mixed-income or a 100% LIHTC building.
  - **Mixed-Income Developments:** For mixed-income developments, the new tenant's income/assets are added to the income disclosed on the existing household's most recent Tenant Income Certification (TIC). The household will continue to be income-qualified, and the income of the new member is taken into consideration with the income of the existing household for purposes of the Next Available Unit Rule under IRS (g)(2)(d).
  - **100% LIHTC Developments:** If the development is a 100% LIHTC development, the new tenant's income/assets are added to the income/assets disclosed on the household's original TIC.

#### **What is Required for an Addition of an Adult Household Member**

- TIC (original for 100% low properties and most recent for mixed properties) with added adult's information entered; signed and dated by the additional adult as of the date the certification was completed, including a notation indicating the specific date they joined the household.
- Rental Application
- Income/Asset Verification(s)
- Annual Student Certification
- Lease or Lease Addendum showing the adult added as a household member
- Violence Against Women Act (VAWA) Lease Addendum

Additionally, please ensure the Certification Portal (CP) is updated with the additional adult.