

Guidelines for a HOTMA Compliant TIC

Changes to Event Types:

Adjustment – Includes Student update, Rent adjustment, Composition change

Initial – Includes Resyndication only

Event Details

Unit #	1324-1	Certification Date	3/28/2024
Number of Bedrooms	1 Bedroom	Square footage	695
Event Date	<input type="text" value="5/1/2025"/>	Initial Move-in	<input type="text" value="3/28/2024"/>
Event Type	<input type="text" value=""/>	Unit Identity	<input type="text" value="Low Income"/>
Change Reason Type	<input type="text" value=""/>	Allowance Amount	<input type="text" value="154.00"/>
Utility Allowance	<input type="text" value="Move In"/>	Household Income at Move-in	<input type="text" value="26400.00"/>
Total Household Income	<input type="text" value="Move Out"/>	Income Level %	<input type="text" value="60%"/>
Rent Level %	<input type="text" value="Recertify"/>	Type of Rental Assistance	<input type="text" value="N/A"/>
Tenant Rent Portion	<input type="text" value="Transfer Out"/>	LIHTC Student Explanation	<input type="text" value="Not a household comprised of full-time st"/>
Fed/State Rental Assist Amount	<input type="text" value="Adjustment"/>		
All Student House	<input type="text" value="Initial"/>		

Changes to Unit Identity:

Market – Not a Program Unit
Low Income – Program Unit

Event Details

Unit #	D-3	Certification Date	
Number of Bedrooms	2 Bedroom	Square footage	1019
Event Date	<input type="text"/>	Initial Move-in	<input type="text"/>
Event Type	<input type="text"/>	Unit Identity	<input type="text"/>
Change Reason Type	<input type="text"/>		Market
5 Utility Allowance	<input type="text"/>	Allowance Amount	Employee Unit
Total Household Income	<input type="text"/>	Household Income at Move-in	Low Income
Rent Level %	<input type="text"/>	Income Level %	<input type="text"/>

Changes to HOME:

Step 1.

Choose HOME Unit Type: Fixed or Floated

Awards

160215 - HDAP-HDGF(OHTF)

Update

Home Unit Type

Fixed

Floated

Rent Election

When entering a new event, you must first click Update before adding, deleting, or modifying household member, asset, and income information. After making all the changes, you must click Update again to save the completed event.

Step 2.

Choose Rent Election: High HOME, Low HOME

Note: The option Home will not be utilized at this time. This will be utilized once OHFA implements the 2025 HOME Final Rule

More details to come

Awards

160215 - HDAP-HDGF(OHTF)

Update

Home Unit Type

Rent Election

High HOME

Low HOME

Home

When entering a new event, you must first click Update before adding, deleting, or modifying household member, asset, and income information. After making all the changes, you must click Update again to save the completed event.

Changes to Income Other than Assets:

Step 1.

Choose **Employment Type** (refer to NAHMA guideline)

INCOME OTHER THAN ASSETS				
Member	Employment Type	Income Type	Income Verification	Income other than Assets
▼	▼	▼	▼	Delete
\$0.00		\$0.00	-	

- Not Applicable
- Agriculture
- Business/Office
- FT Student, No Special Conditions
- Government/Public Service
- Homemaker
- Industrial/Manufacturing
- Not Employed
- Not Skilled/UnSkilled
- Retired
- Self Employed
- Skilled/Specialized
- Technical/Professional

Step 2.

Choose **Income Type** (refer to NAHMA guideline)

INCOME OTHER THAN ASSETS					
Member	Employment Type	Income Type	Income Verification		Income other than Assets
					Delete
\$0.00		\$0.00			

- Adoption Assistance Payments
- Business
- Child Support
- Distributions from Retirement or similar Account
- Federal Wage
- General Assistance
- Income from Assets not Listed
- Indian Trust
- Military Pay
- Non-Federal Wage
- Other Non-Wage Source
- Pensions
- Safe Harbor Income Source
- Social Security
- Supplemental Security Income
- TANF
- Unemployment

Step 3.

Choose **Income Verification** (refer to NAHMA guideline)

INCOME OTHER THAN ASSETS					
Member	Employment Type	Income Type	Income Verification		Income other than Assets
					Delete
\$0.00		\$0.00			

- Attorney's 'Statement
- Copy of Benefits/Payment Check
- Bank/Trustee Verification
- Accountant/CPA Statement
- Check Stubs/Earning Statement
- Employer Verification
- Not Verified
- Other
- Payer/Benefactor Affidavit
- Benefits Provider Verification
- Separation/Divorce Settlement
- Tax Returns - Business
- Tax Returns - Individuals

Changes to Income from Assets:

Step 1.

Choose **Asset Type** (refer to NAHMA guide)

Add Asset Income
Information must be entered to generate a TIC as used in Move-in, Recertification, Composition Update and Transfer In events.

INCOME FROM ASSETS (USE ANNUAL AMOUNTS)								
Member	Asset Type	Asset Code	Cash Value of Assets	Asset Income Type	Asset Status	Asset Verification Source	Annual Income from Assets	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			\$0.00				\$0.00	<input type="button" value="Delete"/> <input type="button" value="Calculate Asset Income"/>

- CDs/Time Deposits
- Cash/Demand Deposit Accounts
- Marketable Securities
- Real Estate, Equity
- Gems/Jewelry
- Coins/Stamp Collections
- Art/Antiques
- Automobiles - Antique
- Lump Sum Receipts (Not Income)
- Trust/Available Principal
- Other

Step 2.

Choose **Asset Code** (refer to NAHMA guide)

Add Asset Income

Information must be entered to generate a TIC as used in Move-in, Recertification, Composition Update and Transfer In events.

INCOME FROM ASSETS (USE ANNUAL AMOUNTS)								
Member	Asset Type	Asset Code	Cash Value of Assets	Asset Income Type	Asset Status	Asset Verification Source	Annual Income from Assets	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
							\$0.00	<input type="button" value="Delete"/>

Grand Total:

- Non- Necessary Personal Property
- Real Property Suitable for Occupancy
- Other Real Property
- Federal Tax Refund or Credit

Step 3.

Enter **Cash Value of Assets**

Add Asset Income

Information must be entered to generate a TIC as used in Move-in, Recertification, Composition Update and Transfer In events.

INCOME FROM ASSETS (USE ANNUAL AMOUNTS)							
Member	Asset Type	Asset Code	Cash Value of Assets	Asset Income Type	Asset Status	Asset Verification Source	Annual Income from Assets
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			\$0.00				\$0.00

Delete

Calculate Asset Income

Step 4.

Choose Asset Income Type (refer to NAHMA guide)

*Choose Actual if Cash Value is equal to or less than the *current* HUD asset threshold (adjusted for inflation) or if the asset earns income

*Choose Imputed if Cash Value is more than the *current* HUD stated asset threshold (adjusted for inflation) and the asset does not earn income.

Add Asset Income

Information must be entered to generate a TIC as used in Move-in, Recertification, Composition Update and Transfer In events.

INCOME FROM ASSETS (USE ANNUAL AMOUNTS)								
Member	Asset Type	Asset Code	Cash Value of Assets	Asset Income Type	Asset Status	Asset Verification Source	Annual Income from Assets	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
			\$0.00	<input type="text"/>			\$0.00	<input type="button" value="Calculate Asset Income"/>

Grand Total:

Step 5.

Choose **Asset Status**

Add Asset Income

Information must be entered to generate a TIC as used in Move-in, Recertification, Composition Update and Transfer In events.

INCOME FROM ASSETS (USE ANNUAL AMOUNTS)								
Member	Asset Type	Asset Code	Cash Value of Assets	Asset Income Type	Asset Status	Asset Verification Source	Annual Income from Assets	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="button" value="Delete"/>
			\$0.00				\$0.00	<input type="button" value="Calculate Asset Income"/>

Calculate Total Household Income & Member Income

Grand Total:

Step 6.

Choose **Asset Verification Source** (refer to NAHMA guide)

Add Asset Income

Information must be entered to generate a TIC as used in Move-in, Recertification, Composition Update and Transfer In events.

INCOME FROM ASSETS (USE ANNUAL AMOUNTS)								
Member	Asset Type	Asset Code	Cash Value of Assets	Asset Income Type	Asset Status	Asset Verification Source	Annual Income from Assets	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="button" value="Delete"/>
			\$0.00				\$0.00	<input type="button" value="Calculate Asset Income"/>

Calculate Total Household Income & Member Income

Grand Total:

Fee	Amount
Non-Optional Charges	<input type="text" value="0.00"/>

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Step 7.

Annual Income from Assets

Do not enter anything here. When you click calculate, this will calculate automatically.

Add Asset Income

Information must be entered to generate a TIC as used in Move-in, Recertification, Composition Update and Transfer In events.

INCOME FROM ASSETS (USE ANNUAL AMOUNTS)							
Member	Asset Type	Asset Code	Cash Value of Assets	Asset Income Type	Asset Status	Asset Verification Source	Annual Income from Assets
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>

Click Calculate Asset income

Calculate Asset Income

Click Calculate Total Household Income & Member Income

Calculate Total Household Income & Member Income

Click Update

Update

Click View

View TIC