

Multifamily Property Income Eligibility Form (five or more units)  
For Full-Incentive Energy Efficiency Services

Complete this form to verify that at least 75 percent of the units is rented by income-eligible customers.

**Property Owner or Agent signature is required at the end of this form.**

The information provided below will be used solely for the purpose of determining household eligibility and will be kept confidential by the investor-owned utility contractor or other representative and by the Public Utility Commission of Texas and its contractor. This information will not be sold or provided to any other party.

Name of Applicant (Property Owner or Agent)		Name of Property Owner	
Name of Multifamily Apartment Complex		Number of Units in Complex	
Name of Management Company		Name of On-Site Property Manager	
Complex Street Address		Suite Number	
City		State TX	Zip Code
Property Owner or Agent's Phone Number with Area Code ( ) -		Fax Number with Area Code ( ) -	
Management Company's Phone Number with Area Code ( ) -		Fax Number with Area Code ( ) -	

**Category 1A:** Eligible through other programs or services

The multifamily property qualifies in one or more of the programs listed below  
( check all that apply, **digital or paper copy of proof of participation such as the land use restriction agreement required with this form**):

- |  |   |
|--|---|
| <input type="checkbox"/> Affordable Housing Disposition Program                  | <input type="checkbox"/> Project-Based Section 8  |
| <input type="checkbox"/> HOME Rental Housing Development                         | <input type="checkbox"/> Rural Rental Section 515 (FMHA)                                |
| <input type="checkbox"/> Low-Income Housing Tax Credit Program                   | <input type="checkbox"/> Section 811 Project Rental Assistance Program                  |
| <input type="checkbox"/> Multifamily Bond Program                                | <input type="checkbox"/> Texas Housing Trust Fund                                       |
| <input type="checkbox"/> Public Housing Authority<br>(Texas Housing Association) | <input type="checkbox"/> Other income-qualifying housing program<br>Program name: _____ |

**Category 1B:** Eligible through community action or social service agency  
**(COMPLETED BY UTILITY, COMMUNITY ACTION AGENCY OR SOCIAL SERVICE AGENCY)**

I certify that 75 percent or more of tenants of the named multifamily property participates in one or more of the programs in Category 1A or other low-income program service (such as LIHEAP/CEAP or Weatherization Assistance). I further certify that this agency/utility qualifies such participation.

Agency/Utility Name	Contact Name	Contact Phone Number with Area Code ( ) -
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**Category 1C:** Eligible through geographic location  
**(COMPLETED BY UTILITY OR ITS REPRESENTATIVE OR PROVIDER)**

( check box if applicable): Form is not required for geographical qualification if the relevant information is in the utility's tracking data (service address, geographic qualifier).

Housing and Urban Development (HUD) Low-Income Housing-Qualified Census Tract or Block—GEO ID: \_\_\_\_\_

**Category 2:** Eligible through income verification  
**(DO NOT COMPLETE IF 1A, 1B, OR 1C COMPLETED ABOVE)**

A multifamily property is eligible if at least 75% of the tenant household income before taxes meets the HUD or Health and Human Services (HHS) low-income criteria [ $\leq 80\%$  Area Median Income (AMI) or  $\leq 200\%$  of Federal Poverty Level (FPL) guidelines].

**STEP 1: Fill out the Multifamily Property Income Calculation Worksheet.  
(Excel or hard copy must be included with this form)**

To accurately determine tenant **household income**, use the tenant rental application showing the number of individuals residing in the unit and the household income dated from within the past 18 months. If the rental application does not show the required information or the information is over 18 months old, then the tenant(s) must complete the **Single-Family Income Eligibility form**. Supporting documentation for each unit must be available for utility audit.

**STEP 2: Compare the tenant's total household income per week, month, or year to the amount shown in the table below for the number of persons residing in the unit. Households may qualify based on HUD AMI limits or HHS FPL guidelines.**

HUD AMI limits by geography and household size can be found here  
<https://www.hudexchange.info/programs/home/home-income-limits/> or <https://www.huduser.gov/portal/datasets/il.html>

Or, refer to the table below to verify income eligibility on whether the total household income is equal to or less than the amount shown by household size.

**200 Percent of HHS Poverty Guidelines**

Size of family unit	Annual income	Monthly income	Weekly income
1	\$31,920	\$2,660	\$614
2	\$43,280	\$3,607	\$832
3	\$54,640	\$4,553	\$1,051
4	\$66,000	\$5,500	\$1,269
5	\$77,360	\$6,447	\$1,488
6	\$88,720	\$7,393	\$1,706
7	\$100,080	\$8,340	\$1,925
8	\$111,440	\$9,287	\$2,143
Each additional person, add:	\$11,360	\$947	\$218

\* **Notice:** HHS Poverty Guidelines are effective starting January 13, 2026.  
Updated forms are posted annually at <http://www.puc.texas.gov/industry/electric/forms/>

**STEP 3: Fill out the Multifamily Property Income Calculation Summary below.**

Multifamily property income calculation summary	Number of units
Number of income-eligible units	
Number of non-income-eligible units, including vacant units	
Total number of units	
<b>Percentage of income-eligible units</b> (income-eligible units divided by the total number of units)	

**STEP 4: If the percentage of income-eligible units is 75 percent or higher, please sign below. An individual household may still qualify on its own through completion of the Single-Family Income Eligibility form.**

By typing or signing my name below, I certify the above statements to be true and correct to the best of my knowledge, and that this information can be used for the purpose of processing this Multifamily Property Income Eligibility form. I understand that the information is subject to audit and investigation by the investor-owned utility or representative providing the program services.

Applicant Signature (Property Owner or Agent)	Date
Contractor Signature	Date

Keep a copy of this form for your records.