

**RENT CALCULATION WORKSHEET**  
**Housing Choice Voucher Program**

1. TOTAL ANNUAL INCOME \$ \_\_\_\_\_
2. Number of family members under 18, disabled, handicapped \_\_\_\_\_  
or full-time student (excluding "head" and "spouse")
3. Dependent allowance (line 2 x \$480) \$ \_\_\_\_\_
4. Child Care Expenses \$ \_\_\_\_\_
- ONLY elderly, handicapped or disabled families:
  5. Total medical expense \$ \_\_\_\_\_
  6. Total handicapped assistance expense \$ \_\_\_\_\_
  7. Total medical & handicapped expense \$ \_\_\_\_\_  
(line 5 + line 6)
  8. 3% x Total Annual Income (line 1 x .03) \$ \_\_\_\_\_
9. Allowable medical deduction (line 7 - line 8) \$ \_\_\_\_\_
10. Insert \$400 for elderly family \$ \_\_\_\_\_
11. Total adjustments (add lines 3, 4, 9 and 10) \$ \_\_\_\_\_
12. Adjusted Income (line 1 - line 11) \$ \_\_\_\_\_
13. Monthly Gross Income (line 1 divided by 12) \$ \_\_\_\_\_
14. 10% of Monthly Gross Income (line 13 x .10) \$ \_\_\_\_\_
15. Monthly Adjusted Income (line 12 divided by 12) \$ \_\_\_\_\_
16. 30% of Monthly Adjusted Income (line 15 x .30) \$ \_\_\_\_\_
17. Minimum Rent \$ \_\_\_\_\_
18. TOTAL TENANT PAYMENT (TTP)  
(enter whichever is greatest: line 14, 16 or 17) \$ \_\_\_\_\_
19. GROSS RENT (Contract Rent + Utility Allowance) \$ \_\_\_\_\_

20. PAYMENT STANDARD \$ \_\_\_\_\_
21. Enter lower of 19 and 20 \$ \_\_\_\_\_
22. HOUSING ASSISTANCE PAYMENT (line 21 - line 18) \$ \_\_\_\_\_
23. Family Share of Rent (line 19 - line 22) \$ \_\_\_\_\_
24. Utility Allowance \$ \_\_\_\_\_
25. FAMILY RENT (CONTRACT RENT) (line 23 - line 24) \$ \_\_\_\_\_
- (Enter "0" if amount is a negative number and go to line 26)
26. UTILITY REIMBURSEMENT (line 24 - line 23) \$ \_\_\_\_\_

CONTRACT RENT _____	Initial Assistance Only: Does gross rent exceed Payment Standard? Yes _____ No _____  If yes, 40% of monthly Adjusted Income  _____  If family share greater, they cannot rent the unit
UTILITY ALLOWANCE _____	
GROSS RENT _____	

**WORKSHEET FOR PRORATED RENT FOR  
CITIZEN/NONCITIZEN MIXED FAMILIES  
(Housing Choice Voucher)**

1. Enter Gross Rent (Rent to Owner plus utilities) \$ \_\_\_\_\_  
*(line 19 from Rent Computation Worksheet)*
  
2. Enter HAP Payment \$ \_\_\_\_\_  
*(line 22 from Rent Computation Worksheet)*
  
3. Enter Total Number of Family Members in Household \_\_\_\_\_
  
4. Enter Number of Family Members who are  
Citizens or have Eligible Immigrant Status \_\_\_\_\_
  
5. Enter Pro-Ration Factor \_\_\_\_\_  
*(line 4 divided by line 3)*
  
8. Enter PRORATED HAP (subsidy) \$ \_\_\_\_\_  
*(line 2 x line 5)*
  
9. Enter Family Share \$ \_\_\_\_\_  
*(line 8 - line 1)*

Initials of PHA Representative \_\_\_\_\_

Initials of Supervisor/ED \_\_\_\_\_