

How to complete your 40% calculation

Things to Know before completing your calculation

- What is your voucher size? (this is printed on your voucher given to you at briefing)
- What is the amount requested for rent of the unit?
- What type of unit is it? (i.e. House=detached, condo, townhouse, apartment, row house/garden walk up= duplex, a multi-unit (5+) apartment= Whispering Oaks & Eagles Point, or a manufactured home)
- How many bedrooms does the unit have?
- Is the unit located in the city (31520 zip code only) or county? (31525, 31523, 31524, 31521)
- What utilities will you be responsible for, what utilities will the landlord be responsible for, or are all the utilities included in the rent?
- What types of utilities are associated with the unit? (does it have gas or electric: heating, cooking, and/or water heating)
- What is your TPT amount? (this is given to you in your briefing packet)
- What is your household adjusted gross monthly income? (this is given to you in your briefing packet)

When you have gathered all of the above information you are ready to do your own 40% calculation to determine if you can afford a particular unit.

1. Locate the sample 40% calculation spread sheet that was given to you in your briefing packet. You must use your personal TPT numbers and adjusted monthly household income listed on this sheet provided at your briefing.
2. Go to <http://www.brunswickpha.org/forms.html>
Under the section 8 heading locate the 40% calculation worksheet
You will only enter amounts into the clear boxes! You enter nothing into the green boxes. (Green boxes are automatically calculated for you)
3. Fill the first box with your **voucher** bedroom size and the actual number of bedrooms in the home in the second box on that line.
4. Fill in the requested rent for the unit into the box (step A)

5. You must determine what type of unit this is and if it is located in the city or county to select and complete the correct utility calculation from (these are also given to you during your briefing)

Determining the type of unit

- House= detached
- duplex, condo, garden, walkup, row house, townhouse, apartments that do **NOT** have 5 or more units per building
- Manufactured home/ mobile home
- Apartments with 5 or more units per building= Whispering Oaks and Eagles Point

Determining if the unit is located in the city or county-use the zip code

- City- 31520
- County- 31525, 31521, 31523, 31524

Once you have determined the type of unit and if it is located in the city or county, you must then use the allowances for *Tenant-Furnished Utilities and Other Services* sheet provided in your briefing packet to calculate the utilities associated with the unit you are considering.

Calculating the Utilities for the Unit- you will **ONLY** add in utilities that you will pay (do not include any utilities that the landlord will be providing)

- First use the Colum for the number of bedrooms in the unit or the number of bedrooms on your voucher* USE whichever of the two is the LEAST (i.e., 1 BR, 2BR, 3BR, 4BR)
- Heating: if electric- use electric (heat pump) or gas- use natural gas
- Cooking: if electric- use electric or if gas- use natural gas
- Other electric
- Air conditioning
- Water heating: use electric (heat pump) or gas- use natural gas
- Water: everyone adds this in unless all utilities are included in rent
- Sewer: everyone adds this in unless all utilities are included in rent
- Trash: only include this if the landlord specifies that you will be responsible for paying for the cost of trash collection
- Range/microwave: only include if you are responsible for providing this
- Refrigerator: only include if you are responsible for providing this

Add all of the utilities that you will be paying to get your total cost for utilities this will go on line B on the 40% calculation spreadsheet.

6. On line B of the 40% calculation spreadsheet enter the total utility allowance for the unit(tenant paid utilities ONLY)

7. On line E. enter your total tenant payment for family (TTP): this is specific for each family and can only be found on the 40% calculation print out provided to you during your briefing
8. On line 31. Enter the household monthly adjusted gross income: this is specific for each family and can only be found on the 40% calculation print out provided to you during your briefing
9. Now that you have entered all of this information the spreadsheet will allow you to know if you can afford to rent the unit.
 - If you get a red stop on line 38. Then this unit is above your 40% gross monthly income and you will not be allowed to rent the unit. If you do not see stop then on line 42 it will give an estimate of what HAP's portion of payment for rent will be.
 - On line 44 it will give you an estimate of what your portion of the rent would be for this unit.
 - 10. If the unit is within your 40% calculation and you decide this unit will be a good fit for your family please turn in a completed RFTA to the BHA as soon as possible