

## **Instructions for the Tenant Demographic Form**

- This form is to be completed by applicants and current residents who are seeking to or currently reside in Low-Income Housing Tax Credit units per HERA.

Owner/agents are required to offer the applicants/residents the option to complete the form at initial application. Once the form is completed it need not be completed again unless the head of household or household composition changes.

There are no penalties for persons who do not complete this form as providing this information is voluntary. However, if applicants and current residents do not complete the form, tenants must state on the form that they refuse to complete the form. The Household Demographic Form should be part of the application and placed in the tenant file for future reference.

**Parents or guardians are to complete the form for children under the age of 18.**

**The Following are the form definitions:**

- **Race:** Enter each household member's race by using one of the following coded definitions: 1-White; 2- Black/African American; 3-American Indian/Alaska Native; 4-Asian; or 5-Native Hawaiian/Other Pacific Islander.
- **Ethnicity:** Enter each household member's ethnicity by using one of the following coded definitions: 1-Hispanic or Latino; or 2- not Hispanic or Latino.
- **Disability Status:** Check yes if this household member is disabled according to Fair Housing Act definition for handicap (disability):
  1. A physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. For a definition of "physical or mental impairment" and other terms used in this definition, please see 24 CFR 100.201, available at [http://www.fairhousing.com/index.cfm?method=page.display&pagename=regs\\_fhr\\_100-201](http://www.fairhousing.com/index.cfm?method=page.display&pagename=regs_fhr_100-201).
  2. "Handicap" does not include current, illegal use of or addiction to a controlled substance.
  3. An individual shall not be considered to have a handicap solely because that individual is a transvestite.

The housing credit agency administering its low-income housing credit program must, to the best of its ability, provide this disability status information, pursuant to 42 U.S.C. 1437z-8. However, it is the tenant's voluntary choice whether to provide the information, and questions to the tenant requesting the information must so state. For purposes of gathering this information, no questions with respect to the nature or severity of the disability are appropriate.