

Step 1: Select *View TIC* from the Tenant Event that you are viewing.

Calculate Total Household Income & Member Income

Fee	Amount
Non-Optional Charges	0.00

Update View TIC Delete This Event

Step 2: Select *Export, PDF*

Note the floppy disk icon is for exporting

TEST- Woodland Run-PC 04:37

1 of 1 100% Find | Next

DevCo **Tenant Income Certification**

Recertify	Move-In Date: 06/01/2005	Certification Date: 10/10/2016
Current Household Size: 3	Project Name: TEST- Woodland Run-PC	Building ID#: OH-88-02000 Address: 57-A East Main Street, Lucasville, OH 44691

Step 3: *Open PDF*, follow the prompt or message.

The format of the alert can vary based on the browser that is being used.

Note that if desired you could also save the PDF at this point or after opening it.

PART VI - RENT	
Tenant Paid Rent:	\$0.00
Utility Allowance:	\$0.00
GROSS RENT FOR UNIT:	\$0.00
Other Non-Optional Charges:	\$0.00
Housing Assistance Payment:	\$0.00
Rent Assistance Type:	N/A
Rent AMI%	Unit meets rent restriction at:


Do you want to open or save **TenantIncomeCertificationReport.pdf** from devco.ohiohome.org? Open Save Cancel

Step 4: *Print PDF*.

Note you can use any software that can read & print the PDF file type.

TenantIncomeCertificationReport.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create  Customize

1 / 2 113% Tools Fill & Sign Comment

DevCo **Tenant Income Certification**

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