**AFFORDABILITY CALCULATOR INSTRUCTIONS**

The affordability calculator was created to assist you when you are searching

for a unit. This calculator will allow you to figure out if the unit you have selected

is affordable. This gives you a quick answer and is easy to use. Your housing

counselor will give you all of the information you will need in your Resident

Worksheet and TTP form.

**To fill out the Affordability Calculator please follow these instructions:**

1. Locate your **Resident Worksheet**; this should have been given to you at your Briefing, Annual Recertification appointment or at your Relocation appointment. If you do not have this worksheet please contact your housing counselor and have him/her send it to you.
2. Go to the second page on your Resident Worksheet and go to number 7 and insert that amount into number 4 on the Affordability Calculator. Once this has been entered it will automatically fill out numbers 5 and 6 in the affordability calculator.
3. Once you have selected a unit, ask the landlord what utilities you will be responsible for. Then refer to the Utility Allowance chart and calculate your Utility Allowance. Once you have that amount enter it in number 13 on the Affordability Calculator.
4. Locate the zip code of that unit, refer to the payment standard schedule, find your zip code, voucher size (this is located on your **TTP form** or on **your Voucher** that was given to you by your housing counselor) and enter that amount into number 14 on the Affordability Calculator.
5. Enter the rent the landlord is requesting in number 15 on the Affordability Calculator. This will automatically fill in the remaining columns.
6. Now answer number 19 and if you select yes, then your unit is not affordable. If you selected no, then your unit is affordable and you may have the landlord fill out the Request for Tenancy Approval (RFTA) and turn into our office.

**If you need further assistance or have any questions, please contact your housing counselor directly.**

FWHS will also schedule special meetings during the time you come in for your Annual Recertification. You will be shown how to use this calculator.