

## How to Use the Affordability Calculator

This calculator will allow you to quickly figure out if you can afford the housing unit you have selected. You will be shown how to use this calculator when you come in for your annual recertification. However, you may want to try it yourself!

Your housing counselor will give you the forms that contain the information you'll need for the calculator. The forms are: Your Resident Worksheet, TTP form, Payment Standards and Utility Allowance chart.



### Please follow these instructions:

1. Locate your Resident Worksheet; this should have been given to you at your briefing or at your appointment for recertification or relocation. If you do not have this worksheet, please ask your housing counselor to send it to you.
2. On page 2 on your Resident Worksheet go to number 7. Insert the amount in number 7 into the affordability calculator in number 4. Once it is entered it will automatically fill out numbers 5 and 6 on the calculator.
3. Once you have selected a unit, ask the landlord which utilities you will be responsible for. Then refer to the utility allowance chart. Enter your utility allowance in number 13 on the affordability calculator.
4. Find out the zip code where your new unit is located. Then, refer to the payment standards for every zip code in Fort Worth. Find your zip code and voucher size (this is the number of bedrooms listed on your TTP form or voucher) and enter this payment standard into number 14 on the affordability calculator.
5. Enter the rent in number 15 on the affordability calculator. This will automatically fill in the remaining columns.
6. Now answer number 19. If you select yes, then your unit is not affordable. If you select no, then your unit is affordable, and you and your new landlord can fill out the Request for Tenancy Approval (RFTA) and send it to our office.

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

