LOUDOUN COUNTY VIRGINIA | Housing and Community Development
PO Box 7000, Leesburg, VA 20177-7000
703-737-8323 O | 703-771-5454 F | housing@loudoun.gov
loudoun.gov/housing

ADU HOUSEHOLD INCOME

The maximum permitted income is defined as the gross income received annually from sources by all wage earners in a household. It should also be noted that income is not solely limited to these gross earnings from employment. Income can be derived from many sources, including, but not limited to:

- Wages/Salary (including)
    - Overtime
    - Shift Differentials and/or Sunday Premium Pay
    - Holiday Pay
    - Commissions
    - Tips
    - Bonuses
    - Per Diem payments
    - Self-employment (Please see the supplemental "Required Documentation for Persons who are Self-Employed" form for how to calculate annual income.)

- Child Support
- Alimony
- Social Security Benefits
- Disability Benefits
- Pension/Retirement Benefits
- Unemployment Benefits
- Annuities
- Grants, tuition and/or scholarships
- Allowances or stipends
- Interest/dividends from savings, checking, money market, Certificates of Deposit, Stocks, Bonds and other securities.

Exception: Non-Applicant household members, over the age of 18 and who are full time students (in high school or in an accredited college/university with a course load of 12 credit hours or greater) will not have any of their employment income calculated in the total gross household figure. A verified class enrollment schedule or a letter from educational institution stating they are a full time student is required to document this status.

Applicant(s) who are employed and also a full-time student, as indicated above, will have their employment income calculated in the total gross household figure.

ADU HOUSEHOLD INCOME CALCULATION
EXAMPLES

EXAMPLE 1

Applicant 1 provides the last sixty days of pay stubs and gets paid every two weeks (biweekly). The last pay stub he received was dated September 29th. This is his 18th pay period of the year.

- Year-to-Date **Gross** wages of $30,000
- Divided by the number of pay periods: $30,000 / 18 = $1,666.67
- Average gross per pay period multiplied by pay periods in a year (in this example, it is 26 since Applicant 1 is paid every two weeks): $1,666.67 x 26 = $43,333
- The projected gross income of Applicant 1 is calculated to be $43,333 for the year

EXAMPLE 2

Applicant 2 provides the last sixty days of pay stubs and gets paid every week. The last pay stub she received was dated July 13th. This is her 28th pay period of the year. She also receives, per court order, $200 a month in alimony. She provided bank statements as proof of deposit.

- Year-to-Date **Gross** wages of $17,500
- Divided by the number of pay periods: $17,500 / 28 = $625
- Average gross per pay period multiplied by pay periods in a year (in this example, it is 52 since Applicant 2 is paid every week): $625 x 52 = $32,500
- Alimony payment is $200 x 12 = $2,400
- The projected gross income of Applicant 2 is calculated to be $34,900 for the year

EXAMPLE 3

Applicant 3 is self-employed and has been for the last 2 years. She has provided her most recent federal tax return with "Schedule C" attached. She also provided evidence of year-to-date income in the form of copies of checks, invoices, balance sheets or documentation of earnings from individual or company she contracts to.

- According to the most recently filed tax return, Line 31 on the Schedule C states that she earned $57,750 during the last year
- The projected net income of Applicant 3 is calculated to be $57,750 for the year