



Rental Subsidy Assistance: ASSET WORKSHEET

Instructions: Please complete if household currently has assets. Include assets for all household members. Amounts listed in worksheet should match attached backup documentation.

Head of Household: _____

ASSETS INCLUDE:

1. Current amounts in savings accounts and the average balance for the last two months for checking accounts. Also include cash held at home or in a safe deposit box.
2. Cash value of revocable trusts. A revocable trust can be changed by the grantor at any time and is therefore counted as an asset.
3. Equity in real property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and reasonable costs (such as broker fees) that would be incurred in selling the asset.
4. Stocks, bonds, savings certificates, money market funds and other investment accounts.
5. IRA, Keogh and similar retirement savings accounts, even though the withdrawal would result in a penalty.
6. Some contributions to company retirement/pension funds. Include contributions while an individual is employed, count only the amount the family can withdraw without retiring or terminating employment. After retirement or terminating, count as an asset any amount the employee elects to receive as a lump sum.
7. Surrender value of whole life or universal insurance policy.
8. Personal property held as an investment (such as gems, jewelry, coin collections, antiques, etc).
9. Lump sum receipts such as inheritances, lottery winnings, capital gains, insurance settlements and other lump sum amounts.
10. Assets disposed of for less than fair market value during the two years preceding certification or re-certification. The amount counted as an asset is the difference between the cash value and the amount actually received.
11. Assets, which although owned by more than one person, allow unrestricted access by the applicant.

TYPE OF ASSET	TOTAL VALUE	ACTUAL ASSET VALUE (AFTER FEES/PENALTIES AND INTEREST)

Total Actual Asset Income = _____

Participant Signature: _____ Date: _____

Staff Signature: _____ Date: _____