



EVERGREEN AFFORDABLE

Asset Certification

The Asset Certification form is required for all move ins and annual recertifications. Complete one form per household and include assets of all family members, including children. If the total household assets have a cash value of less than \$5,000 this is the only form you need for your asset verification. If the cash value equals more than \$5,000 you must provide copies of account statements for each account listed.

Fill out all fields at the top: Head of Household Name, Unit No., Development Name (Property Name), City

Complete all that apply in numbers 1 – 4.

1. My/our assets include: only fill out the items that apply.
 - a. Cash Value: this is the market value of your asset minus any cost of converting this asset to cash, such as brokers fees, settlement costs, outstanding loans, early withdrawal penalties, etc. (ex. If you have a Certificate of Deposit that is worth \$100, but it will cost you a \$50 penalty to withdraw that money today, that CD has a cash value of \$50).
 - b. Int Rate: this is the current interest rate for your asset. (ex. Your savings account accrues interest at 0.01% - this is what you would enter in this column. If your checking account does not accrue interest you would write 0 in this column).
 - c. Annual Income: this is the cash value multiplied by the interest rate (ex. Your savings account has a cash value of \$50 and an interest rate of 0.01%. $50 \times 0.01 = \$0.50$. The Annual Income recorded for this account should be \$0.50.)
2. If you have sold or given away any assets in the past two (2) years for more than \$1,000 below their fair market value you must record that here. (Ex. You had a car worth \$2,000 that you sold to your brother last year for \$500. The difference between the \$2,000 value and the \$500 received is \$1,500. This amount must be recorded on this line).
3. If you have not sold or given away any assets in the last two years for less than fair market value check off this box.
4. If you do not have any assets check off this box.

Assets can include, but are not limited to the following:

- Checking account (the cash value of a checking account is the average balance over the last six (6) months)
- Savings account (the cash value of a savings account is the current balance)
- Cash on hand (money in your wallet, pocket, car, house, etc.)
- Certificates of Deposit
- Stocks
- IRA, 401K and other retirement accounts
- Life Insurance Policies (any policy that accrues a cash value, does not include Term Life Policies)
- Safety deposit box (any items of value kept in a safety deposit box)
- Money market funds
- Bonds
- Trust Funds
- Land Contracts
- Any personal property held as an investment (this would include things such as coin collections, art, antique cars not used for daily transportation, etc.)

All leaseholders/household members over the age of 18 must sign and date this form at the bottom.

Annual Student Certification

The Annual Student Certification form is required for all move ins and annual recertifications. Complete one form per household. Fill out all lines at the top of the form and select either A, B or C, depending on which applies. If line C is checked, you must fill out questions 1 – 5.

All leaseholders/household members over the age of 18 must sign and date this form at the bottom.