

# TENNESSEE HOUSING DEVELOPMENT AGENCY

## ASSET SELF-CERTIFICATION WORKSHEET

This worksheet accompanies the Asset Self-Certification. Complete either Part I or Part II depending on the nature of the types of assets disclosed by the family on the Asset Self-Certification. When the total net family assets are less than or equal to the applicable Imputed Income Limitation, then only the actual income as disclosed on the Asset Self-Certification is included on the Tenant Income Certification (TIC).

<b>PART I: COMPLETE THIS SECTION IF THE FAMILY <u>ONLY</u> HAS NNPP AND NO REAL PROPERTY</b>		
<b>Determination of Total Net Family Assets</b>		
(1)	Enter the total of all NNPP by adding the values in (A)	\$
(2)	Enter the value of any NNPP disposed of for less than FMV	\$
(3)	ADD lines (1) and (2)	\$
(4)	Enter the amount of a federal tax return or refundable federal tax credit in the last 12 months	\$
(5)	SUBTRACT line (4) from line (3)	\$
(6)	Is the value in line (5) less than or equal to \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>YES</b> , then proceed to Determination of Income from Assets		
If <b>NO</b> ,  the Asset Self Certification cannot be used, and each asset must be separately verified		
<b>Determination of Income from Assets: Enter this amount on Part IVA, Line (F) of the TIC</b>		
(7)	Enter the total by adding the values in (B)	\$

<b>PART II: COMPLETE THIS SECTION IF THE FAMILY HAS <u>BOTH</u> NNPP AND REAL PROPERTY</b>		
<b>Determination of Total Net Family Assets</b>		
(1)	Enter the total of all NNPP by adding the values in (A)	\$
(2)	Enter the value of any NNPP disposed of for less than FMV	\$
(3)	ADD lines (1) and (2)	\$
(4)	Is this value less than or equal to \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>YES</b> , then proceed to line (5)		
If <b>NO</b> ,  the Asset Self Certification cannot be used, and each asset must be separately verified		
(5)	Enter the total of all Real Property by adding the values in (C)	\$
(6)	Enter the value of any Real Property disposed of for less than FMV	\$
(7)	ADD lines (5) thru (6)	\$
(8)	Enter the amount of a federal tax return or refundable federal tax credit in the last 12 months	\$
(9)	SUBTRACT line (8) from line (7)	\$
(10)	Is the value in line (9) less than or equal to \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>YES</b> , then proceed to Determination of Income from Assets		
If <b>NO</b> ,  the Asset Self Certification cannot be used, and each asset must be separately verified		
<b>Determination of Income from Assets: Enter this amount from line (13) on Part IVA, Line (F) of the TIC</b>		
(11)	Enter the total by adding the values in (B)	\$
(12)	Enter the total by adding the values in (D)	\$
(13)	ADD lines (11) and (12)	\$