

**MODEL FORM**

**Get Asset Disposition Statement for Each Certification and Recertification**

For each certification and recertification, the IRS requires that you ask households to tell you in writing whether members have disposed of assets for less than fair market value within the prior two years. To make it easy to get this written statement, give households this form to fill out and return to you.

The form includes two statements and asks both the household head and cohead to sign the correct one. Statement A says that no household member has disposed of any assets for

less than fair market value. Statement B says that a household member has disposed of assets for less than fair market value. If a household member completes Statement B, you will need to get additional information.

Our form has space for a notary public to complete at the bottom of the statement that the household head and cohead choose to sign. Remember to consult an attorney prior to using this form at your site.

**HOUSEHOLD STATEMENT: ASSET DISPOSITION**

**INSTRUCTIONS:** Management needs to know about any assets that any member of your household disposed of—that is, sold, gave away, or put in trust—for less than fair market value within the last two years. Fair market value is the amount a stranger would have paid you for the asset in an “arm’s length” transaction. Please sign either Statement A or Statement B, whichever applies. If you sign Statement B, we will need to ask you for additional information before we can determine your household’s eligibility and calculate your rent.

NAMES OF HOUSEHOLD HEAD & COHEAD \_\_\_\_\_

ADDRESS \_\_\_\_\_

**STATEMENT A: NO ASSET DISPOSITION**

I hereby certify that no member of my household disposed of any assets for less than fair market value within the last two years.

SIGNATURE OF HOUSEHOLD HEAD \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF HOUSEHOLD COHEAD \_\_\_\_\_ DATE \_\_\_\_\_

**NOTARY PUBLIC:** Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ [Notary signature & seal]

**STATEMENT B: ASSET DISPOSITION**

I hereby certify that a member of my household disposed of an asset or assets for less than fair market value within the last two years.

SIGNATURE OF HOUSEHOLD HEAD \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF HOUSEHOLD COHEAD \_\_\_\_\_ DATE \_\_\_\_\_

**NOTARY PUBLIC:** Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ [Notary signature & seal]