

## CERTIFICATION WORKSHEET

Name		Unit	
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**Income Calculations:** Multiply the rate by the appropriate number to equal the Anticipated Annual Income. Factor overtime pay, pay increases, and other employment compensation separately. The intent is to clearly show calculations that support the amounts listed on tenant certification. ***Do not include Asset income here.***

Applicant	Income Source	Rate		Hrs		Period (12,24,26,52)		Anticipated Annual Income
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$

**Sum Total from Anticipated Annual Income Column**    \$ \_\_\_\_\_  
**LINE A**

**Asset Calculations:** Factor appropriate amounts as needed. Current value for all assets except checking, which uses a six month average balance.

Type of Account	Source / Account Number	Balance Cash Value Or Share Value		% Rate or Dividend		Period		Income
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$
			X		X		=	\$

Sum Total of Balance or Cash Value Column	=	\$	Sum Total of Income Column	=	\$
		<b>LINE B</b>			<b>LINE C</b>

*When the Net Family Asset aggregate exceeds \$5000 you must calculate Imputed Income from Assets at 2% and use the greater of Actual Income from Assets (line C) or the Imputed Income Amount (Line D).*

IMPUTED Asset Income	=	\$	X 2%	=	\$
		<b>LINE B</b>			<b>LINE D</b>

**TOTAL ANNUAL INCOME**

\$	+		=	\$
<b>LINE A</b>		Greater of <b>LINE C</b> or <b>LINE D</b>		<b>GROSS ANNUAL INCOME</b>