

**ASSET VERIFICATION FORM**  
Trust

Name of Financial Organization: \_\_\_\_\_

PLEASE RETURN FORM TO:

Address: \_\_\_\_\_

SUBJECT: Verification of Information Supplied by an Applicant/Tenant for Housing Assistance

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

This person has applied for housing assistance under a program of the U.S. Department of Housing and Urban Development (HUD). HUD requires the housing owner to verify all information that is used in determining this person's eligibility or level of benefits.

We ask your cooperation in providing the following information and returning it to the person listed at the top of the page. Your prompt return of this information will help to ensure timely processing of the application for assistance. The applicant/tenant has consented to this release of information as shown below.

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**Area to be completed by Financial Organization**  
**(Please answer all questions. Answer N/A if the question doesn't apply.)**

Indicate type of trust: \_\_\_\_\_ Revocable \_\_\_\_\_ Non-Revocable

Does the tenant or any member of the household have the right to withdraw the funds in the account? \_\_\_\_\_

Does the tenant or any member of the household have access to the income from the trust? \_\_\_\_\_

What is the cash value\* of the trust: \_\_\_\_\_

*\*Cash value is the current value minus penalties for early withdrawal or cost to convert to cash (broker fees, etc.)*

What is the anticipated amount of income to be earned by the trust over the next 12 months: \_\_\_\_\_

What is the amount anticipated to be distributed over the next 12 months: \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Person Supplying the Information      Firm/Organization Name

\_\_\_\_\_  
Signature      Date

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RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances that would required the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent attached to a copy of this consent.

\_\_\_\_\_  
Signature      Date

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**NOTE TO APPLICANT/TENANT: You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.**

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PENALTIES FOR MISUSING THIS CONSENT: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208(a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

Please return the form to the address listed above. Thank You.



**Acceptable forms of an Asset Verification:**

**NOTE:** HUD accepts three methods of verification. These are, in order of acceptability, third-party verification, review of documents, and family certification. If third-party verification is not available, owners must document the tenant file to explain why third-party verification was not available.

1. Asset verification form completed by a financial institution indicating the current value of the assets and penalties or reasonable costs to be incurred in order to convert non-liquid assets into cash, or the cash value of the asset.

**NOTE:** When financial institutions charge a fee to the applicant or tenant for providing verifications, the forms of verification in paragraph below would be the preferred method.

2. Account statements and the earnings credited to the applicant's account statements, or financial statements completed by a financial institution or broker;

**NOTE:** The owner must adjust the information provided by the financial institution to project earnings expected for the next 12 months.