

**VERMONT HOUSING FINANCE AGENCY
ASSET Worksheet for Lenders**

Lenders: This worksheet is available as a tool to aid lenders to help ensure all applicable asset accounts and types have been disclosed. All assets borrower(s) and non-borrowing spouse have access to must be included to determine the applicants meet the asset limit that applies to ASSIST and First-Generation.

- ASSIST is only available with MOVE.
- First-Generation available with MOVE, MOVE MCC and Advantage.
- The total of all combined assets cannot exceed \$20,000 through closing.
- Any funds used for debt pay-off **will be** included in assets for compliance.
- Sufficient documentation for every asset account and type must be submitted to VHFA.
- **Minimum** documentation is the most recent **60 days**. Additional information may be required.
- **ALL liquid assets** of all borrowers/ non-borrowing spouse must be verified **EVEN** if not needed for closing.

Please review provided account statements for:

- Transfer to and from asset accounts a borrower did not disclose
- Regular deposits from an unknown source. Often these deposits represent secondary employment or alimony/child support the borrower or non-borrowing spouse did not disclose.

While VHFA does not require this worksheet to be submitted, lenders are urged to use the form to ensure all asset information is obtained. VHFA reserves the right to require this form to be completed and submitted. For more information refer to Chapter 6 of the VHFA Program and Procedural Guide.

Borrower: _____ Borrower/Non-Borrowing Spouse: _____

Below is a partial list of potential asset accounts and the type of information VHFA reviews. The lender is responsible for obtaining information for all asset accounts of the borrower(s) and non-borrowing spouse.

ASSET TYPE	REVIEW	AMOUNT/VALUE
Earnest Money Deposit	<ul style="list-style-type: none"> • Confirm source of funds. If the deposit is from an undisclosed account, information for that account must be provided. 	
Checking	<ul style="list-style-type: none"> • Sizable deposits • Sizable withdrawals • Consistent deposits or transfers • Total amount of funds in all checking accounts 	
Savings	<ul style="list-style-type: none"> • Sizable deposits • Sizable withdrawals • Consistent deposits or transfers • Total amount of funds in all savings accounts 	
Money Market	<ul style="list-style-type: none"> • Sizable deposits • Sizable withdrawals • Consistent deposits or transfer • Total amount of funds in all money market accounts 	
Gift Funds	<ul style="list-style-type: none"> • Gift funds (total per Gift Form and URLA) • Deposited - account • Undeposited 	
Certificate of Deposit (CD)	<ul style="list-style-type: none"> • Number of CDs • Total amount of all CDs 	
Stocks and/or Bonds	<ul style="list-style-type: none"> • Current Value 	
Digital Currencies, Digital "Wallets" and/or Foreign-based assets	<ul style="list-style-type: none"> • Account Type • Total number of accounts 	
Pension/Retirement – only if funds withdrawn	<ul style="list-style-type: none"> • Full amount withdrawn 	
Recent Debt Payoff	<ul style="list-style-type: none"> • Amount of recent debt payoff must be included Reminder: ASSIST and First-Generation funds cannot be used for debt payoff 	
Other	<ul style="list-style-type: none"> • Define: _____ • Sufficient documentation to confirm the amount available 	

TOTAL ASSETS \$ _____