



\$51,600 In Assets Self-Certification HOTMA Form Questions

1. Which household members complete the OHFA's **\$51,600 in Assets Self-Certification (PC-E60)** form?

A: For households whose combined net assets do not exceed \$51,600, **complete only ONE form per household**. Include assets of children, except foster children. Also exclude assets held by foster adults or live-in aides. Do not leave blanks on the form. Use zero if the box is not applicable.

2. If the question regarding disposed business or family assets is answered "yes" on OHFA's \$51,600 in Assets form, is there an additional form that must be completed?

A: No. OHFA does not require owners/management agents to complete any other verification form if this question was answered "yes" so long as the form is completely filled out and signed. However, owners/management agents may (although not required) put a clarification record in the tenant file if it is believed further explanation is needed regarding the applicants/tenants disposed assets.

3. Does OHFA's \$51,600 in Assets Form need to have all questions answered, or do applicants only fill in the items that apply to them? Should applicants be putting in zeros if an asset doesn't apply to them?

A: All items on the form must be answered. If an asset does not apply to the applicant/tenant, owners/management agents must place zeros for questions that are not applicable. Answers cannot be left blank.

