

## RUNSEN HOUSE APPLICANT - INCOME AND ASSET WORK SHEET

Listed below are questions that must be answered in regards to the entire household. If you answer YES to any question, provide a full explanation and the amount you receive. Record all balances, copy all statements or other pertinent information. During the application process it will be your responsibility to provide Runsen House with the proof of all income and assets. Answer all questions as true and complete to the best of your knowledge. Any false statements of information or misrepresentation is punishable under Federal law.

**Applicant Name**

**Date**

1. DO YOU HAVE ANY OF THE FOLLOWING?	YES	NO	BALANCE/ VALUE	INSTITUTION
Checking Account				
Savings Account				
Money Market				
Trust Account				
IRA / KEOGH/ Retirement Acct				
Stocks / Bonds (include EE, H, I etc)				
Certificate of Deposit				
Real Estate - Primary Residence				
Equity in Rental Property				
Personal Property - Invest.				
Cash in Safety Deposit Box				
Annuities				
Any Other Accts. Not Listed				

2. DO YOU RECEIVE PERIODIC INCOME SUCH AS:	YES	NO	AMOUNT	NOTES
Social Security				
Retirement Fund(s)				
Pension Plan(s)				
Insurance Policies				
Disability or Death Benefits				
Alimony/Child Support				
Loan Reimbursements				
Other Not Listed				

3. HAVE YOU RECEIVED ANY LUMP SUM PAYMENTS SUCH AS:	YES	NO	AMOUNT	NOTES
Inheritance				
Lottery Winnings				
Insurance Settlements				
Capital Gains				
Social Security/Unemployment				
Other Not Listed				

4. DO YOU RECEIVE MONETARY GIFTS OR NON-CASH CONTRIBUTIONS FROM PERSONS OUTSIDE YOUR HOUSEHOLD FOR:	YES	NO	AMOUNT	NOTES
Rental Payments				
Utility Bills (Lifeline)				
Groceries				
Clothing Misc.				
Household Supplies/Prescriptions (PADD)				
Other Not Listed				

5. HAVE YOU DISPOSED OF ANY ASSETS FOR LESS THAN FAIR MARKET VALUE IN THE PAST TWO YEARS? NO \_\_\_\_\_ (go on to number 6) YES \_\_\_\_\_  
EXPLAIN: \_\_\_\_\_

6. ARE ANY ASSETS HELD JOINTLY WITH ANOTHER PERSON?  
NO \_\_\_\_\_ (Complete bottom portion) YES \_\_\_\_\_

CO-OWNERS NAME & ADDRESS: \_\_\_\_\_

Should you have any questions or need clarification please feel to contact Runsen House Management at (856)939-6564 Monday Through Friday 9:00am to 4:00pm or E-Mail [runsenhouse@netzero.com](mailto:runsenhouse@netzero.com)