

APPLICATION FOR HOUSING-SMITH RANCH PHASE 3

Section I – General Information

Information must be provided for all applicants. A legal spouse or any other individual who will be on the title of the property is considered an applicant. Attach additional sheets as needed if there are more than two applicants.

	Applicant 1	Applicant 2
1. Full Name:		
2. Email Address:		
3. Phone:		
4. Mailing Address:		
5. Street Address:		
6. Are you a first-time homebuyer?		
a. If so, you must provide an unexpired certificate or proof of registration (see SCHA website education page for options).		
7. Do you own any interest in other real estate?		
a. If so, provide the property address and note whether it is residential, commercial, or vacant land.		

If you have questions about this application, please contact SCHA at info@summithousing.us.

All application materials must be submitted via the SCHA's web portal: www.summithousing.us/scha-document-upload. Upon successful submission, you will receive an email confirmation. If you do not receive this confirmation, contact us as soon as possible so that we may assist you.

Applicants must provide all information requested in the application for the application to be considered complete and be entered into the processing queue.

8. Please list all other members of your household that are not applicants above. Attach additional sheets as needed.

Name	Age	Relationship

9. What is your current living situation?

	Applicant 1	Applicant 2
Renting		
Own		
Staying with family & friends:		
Other (please describe):		

Section II - Employment Information

Please answer “Y” or “N” for all items listed in this section. You must include information for all jobs held in the past two years, even if they are part-time or seasonal. If you are no longer at a job, please provide the requested information but note that you are no longer there and the date your employment ceased. Attach additional sheets as needed.

By providing this information, you give SCHA permission to contact your employer(s) to confirm your income and hours worked.

W-2 Income

1. Do you receive W-2 wages? If so, complete the following section. Attach additional sheets as needed.

a. *Primary Employer*

i. Primary employer name:

ii. Primary employer *physical* address:

iii. Primary employer HR contact name:

Applicant 1	Applicant 2

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	Applicant 1	Applicant 2
iv. Primary employer HR contact phone:		
v. Primary employer hours worked/week:		
vi. Primary employer hire date:		
vii. If your hire date was within the past 3 months, you must provide a copy of your offer letter or equivalent statement from the company detailing your salary and anticipated hours worked.		
viii. Primary employer job title:		
ix. You must provide the two most current pay stubs for this employer, even if the position is seasonal and the current season has ended.		
x. You must provide the most current Form W-2 for this employer.		
xi. If this is a seasonal position, please provide the start and end date of your normal working season.		
<i>b. Employer #2</i>		
i. Employer #2 name:		
ii. Employer #2 HR contact name:		
iii. Employer #2 HR contact phone:		
iv. Employer #2 hours worked/week:		
v. Employer #2 hire date:		
vi. If your hire date was within the past 3 months, you must provide a copy of your offer letter or equivalent statement from the company detailing your salary and anticipated hours worked.		

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Self-Employment Income– BE SURE TO READ!

2. Are you a contractor or self-employed? If so, complete the following section. Attach additional sheets as needed. *HINT: If you file a Schedule C or a partnership/s corporation Schedule E with your income tax return, you are considered self-employed and must complete this section, even if you also work for a W-2 employer.*

a. How many hours/week do you work providing products or services to businesses or residents of Summit County? *HINT: You must provide products or services specifically within Summit County – working remotely for an out-of-county employer will likely not qualify. Please provide a letter detailing your work hours per week and explaining how your business serves Summit County.*

b. Business #1 name:

i. Business #1 start date:

c. Business #2 name:

i. Business #2 start date:

d. Business #3 name:

i. Business #3 start date:

Applicant 1	Applicant 2

3. If you have any additional explanations or notes related to your employment (e.g., jobs you’re no longer working at, etc.), please list them here.

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Section VI – Affirmation

I, the undersigned, hereby declare, under penalty of perjury, that the information provided in this application is true, correct, and complete. Attach additional sheets as needed if there are more than two applicants.

Applicant #1 Signature

Date

Applicant #1 Printed Name

Applicant #2 Signature

Date

Applicant #2 Printed Name

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SCHA VERIFICATION OF EMPLOYMENT

Applicant Name: _____

Income Information

Base Pay: \$ _____

Per (check one): Year Month Week Hour Other: _____

Year-to-Date Earnings: \$ _____ YTD From: _____ YTD To: _____

Overtime Hours per Week: _____ Overtime Pay Rate: \$ _____

Average Shift Differential Hours per Week: _____ Shift Differential Rate per Hour: \$ _____

Does this employee receive? (check all that apply) Bonuses Tips Commission None

Average bonus/tips/commission: \$ _____

Per (check one): Year Month Week Hour Other: _____

Are bonus/commissions/tips guaranteed? Yes No Explain: _____

Date of Next Pay Increase (if known): _____

Amount of Next Pay Increase (if known): \$ _____

Additional Employer Comments: _____

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful, false statements of misrepresentation to any Department or Agency of the U.S. as to any matter within its jurisdiction.

Signature of Employer Representative

Date

Printed Name, Title

Email

Phone