



**PLEASE NOTE:** All information requested in this application must be provided in its entirety before SCHA can begin processing. Please upload complete application and all required supporting documents at the same time. Incomplete applications will not be processed until all information is received, and the SCHA processes all applications in the order received.

Before submitting your application, please verify that you have included the following items:

	Applicant 1	Applicant 2
Complete application, including information for all sections or noting "N/A" as applicable		
Two most recent paystubs from all jobs, including any part-time or seasonal positions (see Section II.1)		
Most recent W-2s from all jobs that contribute to most recent tax returns, including any part-time or seasonal positions (see Section II.1)		
Employer offer letter from any jobs started within the last three months (see Section II.1)		
Self-employment information for ANY amount of Schedule C, partnership or S Corporation income (see Section II.2)		
Self-employment description letter (see section II.2.a.i)		
Most recent tax returns (see Section III.1)		
Additional tax returns as required (see Sections III.2.a.i, III.2.b.i, or III.2.c.i)		
Unit or property address (see Section IV)		
Lender prequalification letter (see Section V.6)		

Depending on the property, other documents may be required by SCHA

This page serves as a checklist, but is also part of your application. Please submit this page with your complete application & supporting documents.

All applications must be submitted online at: www.summithousing.us/scha-document-upload

Please submit this application and all supporting documents together. Up to 20 document files can be uploaded at once.

If you have questions about this application, please contact SCHA at (970) 668-4172 or info@summithousing.us

Applications must be submitted online at www.summithousing.us/scha-document-upload





#### <u>Section I – General Information</u>

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?		
7.	Do you own any interest in other real estate?		
	<ul><li>a. If so, provide the property address and</li></ul>		
	note whether it is		
	residential, commercial,		
	or vacant land.		

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

Name	Age	Relationship

If you have questions about this application, please contact SCHA at (970) 668-4172 or info@summithousing.us

Applications must be submitted online at www.summithousing.us/scha-document-upload





#### 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, 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.

## Applicant 1 Applicant 2 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: 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

If you have questions about this application, please contact SCHA at (970) 668-4172 or info@summithousing.us

Applications must be submitted online at www.summithousing.us/scha-document-upload

anticipated hours worked.



Applicant 1



Applicant 2

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 the season worked (e.g., 11/1/2018 – 4/30/2018).	
b. Employer #2	
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.	
vii.Employer #2 job title:	
viii.You must provide the two most current pay stubs for this employer, even if the position is seasonal and the current season has ended.	
ix. You must provide the most current Form W-2 for this employer.	
x.If this is a seasonal position, please provide the start and end date of the season worked (e.g., 11/1/2018 – 4/30/2018).	

If you have questions about this application, please contact SCHA at (970) 668-4172 or info@summithousing.us

 $Applications \ must \ be \ submitted \ online \ at \ \underline{www.summithousing.us/scha-document-upload}$ 



Employer #3

# **APPLICATION FOR HOUSING-INCOME & EMPLOYMENT**

Applicant 1



Applicant 2

i. Employer #3 name:	
ii. Employer #3 HR contact name:	
iii. Employer #3 HR contact phone:	
iv. Employer #3 hours worked/week:	
• •	
v. Employer #3 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.	
vii. Employer #3 job title:	
viii. You must provide the two most current pay stubs for this employer, even if the position is seasonal and the current season has ended.	
ix. You must provide the most current Form W-2 for this employer.	
x.If this is a seasonal position, please provide the start and end date of the season worked (e.g., 11/1/2018 – 4/30/2018).	
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 (and include the relevant tax documents), even if you also work for a W-2 employer.	

If you have questions about this application, please contact SCHA at (970) 668-4172 or info@summithousing.us

 $Applications \ must \ be \ submitted \ online \ at \ \underline{www.summithousing.us/scha-document-upload}$ 





		Applicant 1	Applicant 2
a	Do you work an average of at least 30 hours/week providing products or services to businesses or residents of Summit County?		
	<ul> <li>i. If you are self-employed you must provide a paragraph description for each business you have and how that business serves Summit County (number of hours per week, nature of service to Summit County, etc.)</li> </ul>		
b	. Business #1 name:		
	i. Business #1 start date:		
С	. Business #2 name:		
	i. Business #2 start date:		
	you have any additional explanations or notes r lease list them here.	related to your employment (e.g., jobs	you're no longer working at, etc.),
		II – Income Tax Information	
	e answer "Y" or "N" for all items listed in this sec e received in future years, please provide this in		

1. You must provide the most current income tax return filed. HINT: This is usually the "filing copy" for most software programs.

items will be considered recurring and will be included in your household income calculation.

۷.	it you tiled	Form 1040	J (not 1040A c	or 1040-EZ), complete	e the following sect
	,		•	,, ,	•

Applicant 1	Applicant 2

If you have questions about this application, please contact SCHA at (970) 668-4172 or info@summithousing.us

Applications must be submitted online at www.summithousing.us/scha-document-upload





Applicant 2

Applicant 1

	a.	Was there any amount on Schedule 1 Line 3 (Business income or loss) or a Schedule C attached to the return?		
	i.	If so, you must ALSO provide the prior income tax return (e.g., if your most current tax return was for 2017, you must also provide your return for 2016).		
	b.	Was there any amount on Schedule 1 Line 5 (Rental real estate, royalties, partnerships, S corporations, trusts, etc.) or a Schedule E attached to the return?		
	i.	If so, you must ALSO provide the prior income tax return (e.g., if your most current tax return was for 2017, you must also provide your return for 2016).		
	c.	Were you an owner of a partnership or S Corporation?		
	i.	If so, you must provide the same two year's business return(s) for ALL businesses listed on Schedule E (Form 1065 or Form 1120S). If you don't have access to the full business returns, provide your Form K-1s received for the same two years and include a note on why you cannot provide the full return(s). For example, if you provided 2016 & 2017 personal income tax returns and you were a 50% owner of an S Corporation, you would also provide Form 1120S for 2016 & 2017.		
3.		ou have any additional explanations or notes related to your income tax return(s) (e.g., bility to provide business tax returns, etc.), please list them here.	one-time or unus	ual items,
		<u>Section IV – Property</u>		
	You	must apply for a specific property address. Please put the address of the property you	are applying for	here.

If you have questions about this application, please contact SCHA at (970) 668-4172 or info@summithousing.us

 $Applications \ must \ be \ submitted \ online \ at \ \underline{www.summithousing.us/scha-document-upload}$ 





#### <u>Section V – Agreements</u>

All applicants acknowledge that the information contained in this application is complete and correct, and understand that any inaccuracy may disqualify them from eligibility. *Each applicant must initial every item below.* Attach additional sheets as needed if there are more than two applicants.

iee	ded if there are more than two applicants.		
<ol> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>7.</li> </ol>	I work at least 30 hours/week on an average annual basis in Summit County (note: self employed individuals or individuals working remotely from their homes must provide products and or services to Summit County businesses or residents to comply). I have read or will read and understand the terms of the restrictive covenant. I have read or will read and understand the terms of the HOA. If I marked that I was a first-time homebuyer above, I agree to complete a free first-time homebuyer course prior to closing and occupancy. I agree to complete an affidavit of compliance with the terms of the restrictive covenance upon SCHA or jurisdiction request as long as I own the property. I have provided my lender prequalification letter. If I am applying for priority on an ADA unit, I have provided documentation to support this.	ne	Applicant 2
	Section VI – Affirmation		
	e undersigned, hereby declare, under penalty of perjury, that the information provided is complete. Attach additional sheets as needed if there are more than two applicants.	n this application i	s true, correct
Ар	plicant #1 Signature Date		
Ap	plicant #1 Printed Name		
Αp	plicant #2 Signature Date		

If you have questions about this application, please contact SCHA at (970) 668-4172 or info@summithousing.us

Applications must be submitted online at www.summithousing.us/scha-document-upload

Applicant #2 Printed Name



## APPLICATION FOR HOUSING-SELF EMPLOYMENT ADDENDUM



Please fill out one form for EACH business you have

As Part of the Application Process for buyer eligibility determination for a Deed Restricted Unit in Summit County, SCHA is asking for additional information regarding your self-employment (Sole-Proprietor, 1065 either S Corp or 1120 Partnership, contract worker, Schedule C, etc.)

1.	What is the name of your business?
2.	Official start date of business: (month/day/year – should match date on your personal/business tax return):
3.	Physical location/address of the business:
4.	Business website:
5.	Is your business registered with the Colorado Secretary of State? Yes No
6.	Do you work remotely?
	YesNo
	a. If Yes, please explain who you serve with your work:
7.	Do you travel outside the Summit County Boundaries for purposes of your business:
	Yes No
	a. If you stated yes, please explain:
8.	Briefly describe the nature of your business:
9.	Briefly describe how the business provides goods and/or services to residents, property owners, visitors, or other businesses within the boundaries of Summit County:
10.	Please provide the average percentages that you <i>physically work in</i> the different regions of Summit County:% Upper Blue Basin – Breckenridge & Blue River% Ten Mile Basin – Frisco & Copper Mountain
	% Opper Blue Basin – Breckenninge & Blue River% Terrivine Basin – Trisco & Copper Wountain% Snake River Basin – Summit Cove/Keystone
	% Dillon

% Upper Blue Basin – Breckenridge & Blue River	% Ten Mile Basin – Frisco & Copper Mountain
% Lower Blue Basin – Silverthorne	% Snake River Basin – Summit Cove/Keystone
% Dillon	
12. On average, how many hours per week do you work for your	business: hours
13. Please provide a breakdown of your typical work week detail	ing daily duties/tasks and the associated hours:
MONDAY:	
Monday hours worked	
TUESDAY:	
Tuesday hours worked	
WEDNESDAY:	
Wednesday hours worked	
THURSDAY:	
Thursday hours worked	
FRIDAY:	
Friday hours worked	
SATURDAY:	
Saturday hours worked	
SUNDAY:	
Sunday hours worked	