



# APPLICATION FOR HOUSING-INCOME & EMPLOYMENT

### 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?		
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.		

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](mailto:info@summithousing.us)

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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.*

**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 anticipated hours worked.

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	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>b. Employer #2</b>		
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).		

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- a. Do you work an average of at least 30 hours/week providing products or services to businesses or residents of Summit County?
  
- 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.)
  
- b. Business #1 name:
  - i. Business #1 start date:
  
- c. Business #2 name:
  - i. Business #2 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.


### Section III – Income Tax Information

Please answer “Y” or “N” for all items listed in this section. If you have any unusual items on your income tax return that will not be received in future years, please provide this information in the notes at the end of this section; otherwise, all income items will be considered recurring and will be included in your household income calculation.

- 1. You must provide the most current income tax return filed. *HINT: This is usually the “filing copy” for most software programs.*
  
- 2. If you filed Form 1040 (not 1040A or 1040-EZ), complete the following section.

Applicant 1	Applicant 2

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- 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.

Applicant 1	Applicant 2

3. If you have any additional explanations or notes related to your income tax return(s) (e.g., one-time or unusual items, inability to provide business tax returns, etc.), please list them here.


### Section IV – Property

1. You **must** apply for a **specific property address**. Please put the address of the property you are applying for here.

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### Section V – Agreements

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.

1. 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).
2. I have read or will read and understand the terms of the restrictive covenant.
3. I have read or will read and understand the terms of the HOA.
4. 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.
5. I agree to complete an affidavit of compliance with the terms of the restrictive covenant upon SCHA or jurisdiction request as long as I own the property.
6. I have provided my lender prequalification letter.
7. If I am applying for priority on an ADA unit, I have provided documentation to support this.

Applicant 1	Applicant 2

### 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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