

# APPLICATION FOR HOUSING- EMPLOYMENT ONLY

**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:

Complete application, including information for all sections or noting as “N/A” as applicable

Two most recent paystubs from all jobs, 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)

Employer verification of employment if the paystubs do not show the hours worked (see Section II.1)

Self-employment information for ANY Schedule C, partnership or S Corporation activity (see Section II.2)

Self-employment description letter (see section II.2.a.i)

Unit or property address (see Section IV)

Lender prequalification letter (see Section V.6)

Applicant 1	Applicant 2

*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](http://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.**

## Section I – General Information

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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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

9. What is your current living situation?

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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 hours worked.*

#### **W-2 Positions**

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 anticipated hours worked.

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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. 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).		
xi. If your pay stubs do not show the hours worked, please have your employer <i>completely</i> fill out the attached verification of employment & return it directly to <a href="mailto:info@summithousing.us">info@summithousing.us</a> .		
<b>Self-Employment – BE SURE TO READ!</b>		
2. Are you a contractor or self-employed? If so, complete the following section. Attach additional sheets as needed. <i>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.</i>		
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 name:		
i. Business start date:		

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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 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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