



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 items are received, and 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 as "N/A" as applicable		
Two most recent paystubs from all jobs, including any part-time or seasonal positions (see Section II.1) <i>Note: If paystubs don't show hours worked, the attached</i> Verification of		
Employment must be completed by your employer and returned directly to SCHA.		
Most recent W-2s from all jobs, including any part-time or seasonal positions (see Section II.1)		
Any W-2s that contributed to income on most recent tax returns (even if no longer employed there)		
Employer offer letter from any jobs started within the last three months; detailing hours worked, salary or pay rate, job position and location (see Section II.1)		
Self-employment information for ANY amount of Schedule C, partnership or S Corporation income (see Section II.2)		
Self-employment explanation page detailing hours per week, duties, and how your business specifically serves Summit County (see Section II.2.a.)		
Most recent Federal tax returns (see Section III.1)		
Additional Federal tax returns as required (see Sections III.2.a.i, III.2.b.i, or III.2.c.i)		
Unit selection (see Section IV)		
Colorado driver's license or state ID or similar document (see Section V.1.a)		
\$50.00 nonrefundable application fee (see Section V.8)		
Proof of registration in an upcoming homebuyer education class OR a copy of an		
unexpired homebuyer education certificate (see Section V.5)		
Lender prequalification letter (see Section V.9)		

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.

Smith Ranch Phase 6 Lottery Application deadline is 12 noon on Thursday, February 17, 2022. There are no exceptions to this deadline. Incomplete applications will not be processed. Every item required/requested of an applicant must be received by the deadline.

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

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Section I – General Information

Information must be provided for all applicants. *A legal spouse (or individuals who file taxes together) 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		

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

9.	What is	your	current	living	situation?
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	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.
 - 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 include your offer letter, and have your supervisor or the HR department fill out the attached Verification of Employment and return to SCHA before the application deadline.		
viii.Primary employer job title/position:		
ix. You must provide the 2 most recent pay stubs for this employer, even if the position is seasonal and current season has ended.		
x.You must provide the most current Form W-2 for this employer.		
xi.If this is a seasonal position, provide the start & end dates of your working season.		
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 include your offer letter, and have your supervisor or the HR department fill out the attached Verification of Employment and return to SCHA before the application deadline.		

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Applicant 1



Applicant 2

	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •
vii.Employer #2 job title:		
viii. You must provide the 2 most recent pay stubs for this employer, even if the position is seasonal and current season has ended.		
ix. You must provide the most current Form W-2 for this employer.		
x.If this is a seasonal position, provide the start & end dates of your working season.		
c. Employer#3		
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 include your offer letter, and have your supervisor or the HR department fill out the attached Verification of Employment and return to SCHA before the application deadline.		
vii. Employer #3 job title:		
viii. You must provide the 2 most recent pay stubs for this employer, even if the position is seasonal and current season has ended.		
ix. You must provide the most current Form W-2 for this employer.		
x.If this is a seasonal position, provide the start & end dates of your working season.		

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Self-Empl	ovment	Income-	BF	SURF	TO	RFAD	ı
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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

а.	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 hours
	worked per week & job duties. Please be
	specific on how your business serves
	Summit County specifically. Depending,
	SCHA may request clarification regarding
	this information

	this injormation.
b.	Business #1 name:
i.	Business #1 start date:
c.	Business #2 name:
i.	Business #2 start date:
d.	Business #3 name:
į.	Business #3 start date:

Applicant 1	Applicant 2
	1

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 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 1040 Federal income tax return filed. HINT: This is usually the "filing copy" for most software programs.	Applicant 1	Applicant 2
2.	Complete the following section using information from your Federal Form 1040 filing.		
	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 2020, you must also provide your return for 2019).		
	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 2020, you must also provide your return for 2019).		
	c. Were you an owner of a partnership or S Corporation?		
	i. If so, you must provide the same two years' 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 2019 & 2018 personal income tax returns and you were a 50% owner of an S Corporation, you would also provide Form 1120S for 2020 & 2019.		
3.	If you have any additional explanations or notes related to your income tax return(s) (e.g., inability to provide business tax returns, etc.), please list them here.	one-time or unu	sual items,

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Section IV - Unit Selection

Please select all units you are interested in purchasing here. The SCHA will determine which of these units you qualify to purchase. Please note: An applicant's ultimate lottery unit selection will be limited to the units selected here on the application, assuming the applicant meets all other qualification criteria. Even if an applicant otherwise qualifies to purchase a unit, if it was not selected here on the completed application received prior to the deadline, that unit will not be eligible for lottery selection.

Check/"X" if Interested	Total Units Available	Туре	Sales Price AMI	Price (\$)	Priority AMI Income	Maximum AMI Income	Bedrooms	Baths	Garage
	12	DUP	110%	\$473,041	Up to 120%	Up to 130%	3	2.5	2-car + driveway
	6	DUP	115%	\$497,681	Up to 125%	Up to 135%	3	2.5	2-car + driveway
	4	SFR	120%	\$522,320	Up to 130%	Up to 140%	3	2.5	2-car + driveway
	1	SFR	120%	\$522,320	Up to 130%	Up to 140%	3	2	2-car + driveway
	4	SFR	120%	\$590,655	Up to 130%	Up to 140%	4	3.5	2-car + driveway

DUP = Duplex; SFR = Single Family Home

Any questions regarding specific units/property information please contact Todd Rankin: 970.406.0437

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<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.

		Applicant 1	Applicant 2
1.	I have a valid Colorado Driver's License or Colorado State ID.		
	 I have provided a copy of my Colorado Driver's License or Colorado State ID (or similar document). 		
2.	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).		
	a. If self-employed I have included a paragraph description of my business, how it serves Summit County specifically, including hours worked/week & breakdown of hours per task.		
3.	I \square have / \square have NOT lived in the Town of Silverthorne (within Town limits) for the past 12 months.		
	 If so, I have provided documentation verifying my home ownership or a copy of my rental lease showing Town of Silverthorne residency for at least the last 12 months, from date of application. 		
4.	I have read or will read and understand the terms of the restrictive covenant.		
5.	I have read or will read and understand the terms of the HOA.		
6.	If I marked that I was a first-time homebuyer above, I have provided a copy of my unexpired certificate OR proof of registration for a class held within the next 60 days.		
7.	I agree to attend at least one Smith Ranch Phase 6 deed restriction & HOA informational class to be held by SCHA & Cornerstone Real Estate Rocky Mountains prior to closing and occupancy.		
8.	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.		
9.	I have provided my non-refundable application fee of \$50.00.		
	Fees may be submitted via Zelle to info@summithousing.us		
	Cash or credit card payments are not accepted.		
	Please note that the application fee becomes non-refundable at the time it is submitted		
	to SCHA, even if the application is later deemed to be incomplete or otherwise ineligible		
	for the lottery.		
10.	I have provided my lender prequalification letter.		

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Applicant #2 Printed Name

APPLICATION FOR HOUSING-SMITH RANCH PHASE 6



Section VI – Affirmation

By signing or placing my electronic mark here below, I hereby of in this application is true, correct, and complete. Sign or type so more than two applicants.	
Applicant #1 Signature	Date
Applicant #1 Printed Name	_
Applicant #2 Signature	Date

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SCHA VERIFICATION OF EMPLOYMENT

Applicant Name:

	Consent to Release Information: My signature below authorizes verification of my employment applicants must sign and date below before submitting this form to their human resources department.					
A	oplicant Signature	Date				
The individual has signed the alwill remain confidential. Please https://www.summithousing.us.	bove release giving you permission e return the completed form via our /scha-document-upload/.	am that requires verification of income and hours to supply us with information. The information presecure document upload portal at: *resentative to the SCHA. Incomplete or illegible*				
	essing of the employee's housing a					
	Employer Infor	nation				
Employer Name:						
Employer Email:	Emp	oloyer Phone:				
	Hour Informat	on				
Date of Hire:	Position:					
Is this position (check one):	☐ Full-Time Year Round	☐ Part-Time Year Round				
	☐ Full-Time Seasonal	☐ Part-Time Seasonal				
Regular Hours per Week:		urs per Week:				
Seasonal Employees (Dates sho	ould be estimated based on best info	rmation available if not known):				
Current/Next Season Start Date	(MM/DD/YYYY):	<u></u>				
Current/Next Season End Date	(MM/DD/YYYY):	<u> </u>				





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) \square Bonuses \square Tips \square Commission \square 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



Email

Printed Name, Title

Phone