

# APPLICATION FOR RENTAL-INCOME & EMPLOYMENT

**PLEASE NOTE: All information requested in this application must be provided in its entirety before SCHA can begin processing. Please upload the 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. Please note that other items may be required depending on the restrictive covenant requirements for the specific property:

- 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)
- Most recent W-2s 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)
- Self-employment information for ANY amount of Schedule C, partnership or S Corporation income (see Section II.2)
- 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)

Applicant 1	Applicant 2

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

**Please check the box regarding the unit(s) of your choice:**

- 308B: 1 Bedroom/1.5 Bathroom. No garage / Rent \$1,530.00
- 311C: 1 Bedroom/1 Bathroom. One-Car Garage / Rent \$1,530.00

**Please note the Area Median Income (AMI) will be based on a 2-person household size at 80% AMI or below.  
Maximum Annual Gross Income based on a 2-person household size at 80% AMI = \$70,960.00**

**Mary Ruth Place Lottery Application deadline is 12 noon on Monday, November 13, 2023. 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.**

**The Town of Frisco will host the lottery drawing on November 20, 2023**

**Please submit this application, all supporting documents and Verification of Employment Form (required for application processing)**

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

P.O. Box 4760 • 37 Peak One Drive, Suite 224 • Frisco, CO 80443-4760 • (970) 668-4172 • Fax (970) 668-4179  
www.summithousing.us • info@summithousing.us

# APPLICATION FOR RENTAL-INCOME & EMPLOYMENT

## Section I – General Information

Information must be provided for all applicants. Any tenant occupying the unit 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. Please list all other members of your household that are not applicants above. Attach additional sheets as needed.

Name	Age	Relationship

7. What is your current living situation?

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





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iv. Employer #3 hours worked/week:

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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., 10/01/2023 – 4/30/2024).

Applicant 1	Applicant 2

**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. Do you work an average of at least 30 hours/week providing products or services to businesses or residents of Summit County? *HINT: You must provide products or services specifically within Summit*


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County – working remotely for an out-of-county employer will likely not qualify.

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.


### 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.
  - a. Was there any amount on Schedule 1 Line 3 (Business income or loss) or a Schedule C attached to the return?

Applicant 1	Applicant 2

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- i. If so, you must ALSO provide the prior income tax return (e.g., if your most current tax return was for 2022, you must also provide your return for 2021).
- 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 2022, you must also provide your return for 2021).
- b. 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 2022 & 2021 personal income tax returns and you were a 50% owner of an S Corporation, you would also provide Form 1120S for 2022 & 2021.

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. Mary Ruth Place – Town of Frisco Rental

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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 / we currently work in the Ten Mile Basin: Ten Mile Basin DOES include County Commons, Hospital, etc. as well as Summit Middle School;
  
3. I / we currently work outside the Ten Mile Basin.

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



# APPLICATION FOR RENTAL-INCOME & EMPLOYMENT



\_\_\_\_\_  
Applicant #2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant #2 Printed Name

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