



Date/Time Received: \_\_\_\_\_

By (initials): \_\_\_\_\_

### APPLICATION CHECKLIST

#### GUNNISON VALLEY REGIONAL HOUSING AUTHORITY

Applicant(s): \_\_\_\_\_

Lottery for: \_\_\_\_\_

Upon acknowledgement from the Gunnison Valley Regional Housing Authority Staff (Staff) that the following list of required documents has been received in its entirety, Staff will complete the Applicant's eligibility to enter into the Lottery for the property/subdivision listed above and provide a Certificate of Eligibility to the Applicant.

*Use this checklist to tell us what documentation you are including in your application packet.*

\_\_\_\_\_ Income documentation – *Persons employed by others*  
Most recent 2 years complete personal federal tax returns with all schedules attached  
Most recent 2 years W-2s from all employers  
Most recent 2 consecutive paystubs from each employer

\_\_\_\_\_ Income documentation – *Persons with some type of self-employment*  
Most recent 2 years complete personal **federal** tax returns with all schedules attached  
(Do Not submit any state returns)  
Most recent 2 years W-2s from all employers  
Most recent 2 years business tax returns:  
    Partnership – K-1 and 1065  
    S-Corporation – K-1 and 1120S  
    Corporation – 1120 (including W-2's and 2 most recent paystubs)

\_\_\_\_\_ Income documentation - *Persons newly employed and/or with no previous tax returns*  
Evidence of income to be earned (employment contract, written verification from new employer of income to be earned, etc)  
Most recent consecutive business and personal bank statements from start of business

*Under certain circumstances the GVRHA may require other, non-traditional forms of documentation to accurately calculate total income.*

*All income documentation and the information contained therein will remain confidential.*

\_\_\_\_\_ Employment documentation – employment requirements may be ascertained with the Income documentation. Typically, Staff will verify your employment directly with your employer. If you are unsure about your documentation meeting this requirement, contact Staff long before you turn in your Application.

\_\_\_\_\_ Asset documentation - 2 most recent bank statements (all pages) for every checking, savings, money market, stock portfolio or other vessel containing liquid assets owned by the Applicant.

\_\_\_\_\_ Residency/Employment History Documentation – to receive additional lottery entries as applicable, you must provide evidence of your continuous residency AND employment history in the Gunnison Valley. This means you have to prove which years you lived/worked here, and they must be continuous. Examples of documents you can use include: copies of lease agreements; copies of utility bills with your name and address on it; W-2s from employers; etc.

*If there is a difference between the number of years of residency and number of years of employment, the criteria with the least amount of continuous years shall determine the number of lottery entries.*

*If you don't have any of these documents, contact Staff long before you turn in your application.*

\_\_\_\_\_ Lender Review Letter – completed to the satisfaction of Staff.

\_\_\_\_\_ Signed Acknowledgment of Restrictive Covenant/Deed Restriction

\_\_\_\_\_ Ownership of other real estate – Staff will verify through public records if you own any other improved real estate. If you do, contact Staff long before you turn in your Application.

\_\_\_\_\_ Copy of your driver's license.

\_\_\_\_\_ Phone number and email address for all contact: \_\_\_\_\_  
\_\_\_\_\_

**BRING THIS FORM IN WITH YOUR COMPLETE APPLICATION.**

It may take up to two weeks for Staff to complete the eligibility determination on your file. You will be notified via email of your eligibility to enter in to the lotteries.



# GUNNISON VALLEY REGIONAL HOUSING AUTHORITY

## APPLICATION FOR PURCHASING DEED-RESTRICTED HOUSING

### PART I - APPLICANT INFORMATION

Applicant Name (as it will appear on title): \_\_\_\_\_

Co-Applicant Name (as it will appear on title): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Marital Status: Married \_\_\_ Separated \_\_\_

Marital Status: Married \_\_\_ Separated \_\_\_

Unmarried (single, divorced, widowed) \_\_\_

Unmarried (single, divorced, widowed) \_\_\_

Dependents: #: \_\_\_ Ages: \_\_\_

Dependents: #: \_\_\_ Ages: \_\_\_

Present Physical Address: \_\_\_ Own \_\_\_ Rent

Present Physical Address: \_\_\_ Own \_\_\_ Rent

\_\_\_\_\_ Yrs \_\_\_ Mos \_\_\_

\_\_\_\_\_ Yrs \_\_\_ Mos \_\_\_

Total House Payment/Rent: \$ \_\_\_\_\_

Total House Payment/Rent: \$ \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*If residing at present address less than 2 years, complete the following:*

Former Physical Address: \_\_\_ Own \_\_\_ Rent \_\_\_ # yrs

Former Physical Address: \_\_\_ Own \_\_\_ Rent \_\_\_ # yrs

### PART II—EMPLOYMENT INFORMATION

Applicant Employer, Address, Phone #:

Co-Applicant Employer, Address, Phone #:

Self Employed \_\_\_\_\_

Self Employed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ # Yrs \_\_\_\_\_

\_\_\_\_\_ # Yrs \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

# hours/week \_\_\_\_\_ AND # weeks/year \_\_\_\_\_

# hours/week \_\_\_\_\_ AND # weeks/year \_\_\_\_\_

*If employed in current position less than 2 years, or if more than one current position, complete the following (attach separate sheet if necessary):*

Applicant Employer, Address, Phone #:

Co-Applicant Employer, Address, Phone #:

Self Employed \_\_\_\_\_

Self Employed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ # Yrs \_\_\_\_\_

\_\_\_\_\_ # Yrs \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

# hours/week \_\_\_\_\_ AND # weeks/year \_\_\_\_\_

# hours/week \_\_\_\_\_ AND # weeks/year \_\_\_\_\_

**PART III—INCOME INFORMATION**

<b>Gross Monthly Income</b>	<b>Applicant</b>	<b>Co-Applicant</b>	<b>Total</b>
Primary Job Income	\$	\$	\$
Overtime			
Bonuses			
Commissions			
Dividends/Interest			
Retirement			
Net Rental Income			
Additional Jobs - total			
Other*			
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>



\*Other income: describe all other income below (alimony, child support, pensions, annuities, retirement benefits, public assistance, unemployment, veterans benefits, trusts, lottery winnings, etc)

<b>A / Co-A</b>	<b>Description of Income Source</b>	<b>Monthly Gross Income</b>
		\$
		\$
		\$
		\$
		\$
<b>TOTAL</b>		<b>\$</b>

**PART IV—ASSET INFORMATION**

<b>Description of Asset</b>	<b>A / Co-A</b>	<b>Institution Where Held</b>	<b>Cash Value</b>
Checking			\$
Checking			\$
Savings			\$
Savings			\$
Certificates of Deposit			\$
Stocks/Mutual Funds			\$
Assessed Value of RE Owned			\$
<b>TOTAL</b>			<b>\$</b>
IRA/401k/Retirement			\$
Net Value of Business Owned			\$

<b>Property Address</b>	<b>Pending Sale/Rental</b>	<b>Type of Property</b>	<b>Assessor's Total Value</b>	<b>Gross Monthly Rental Income</b>	<b>Mortgage Payments</b>	<b>Taxes, Ins., HOA Expenses</b>	<b>Net Rental Income</b>
			\$	\$	\$	\$	\$
		<b>Totals</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Source of Funds for Down Payment: \_\_\_\_\_ \$

## CERTIFICATION AND CONSENT

I/We the undersigned, hereby certify that:

- All information contained in this Application is true and correct and complete.
- I/We are aware that any misrepresentation may result in me/us being disqualified for entry into an affordable housing lottery, or, in qualification to purchase deed-restricted housing.
- I/We certify that all members of the household are legal residents of the United States.

I/We the undersigned, hereby certify that my/our answers to the following questions are true:

*(For any "Yes" answers please identify if it is applicable to the Applicant or Co-Applicant)*

	Yes	No
Are there any outstanding judgments against you?	_____	_____
Are you a party to a lawsuit?	_____	_____
Is any part of your down payment borrowed?	_____	_____
Do you intend to occupy the property as your primary residence?	_____	_____
Have you had an ownership interest in a property in the past 3 years?	_____	_____
If yes, was it a principal residence (PR), second home (SH) or investment property (IP)?	_____	_____

### *Consent to Release Information*

I/We authorize representatives from the Gunnison Valley Regional Housing Authority (GVRHA) to receive information from employers and financial institutions listed in this application. I authorize representatives from the GVRHA to inspect and reproduce documentation provided with this application for purposes of determining my/our eligibility to purchase or occupy deed-restricted properties within the GVRHA jurisdiction.

I/We release all representatives of the GVRHA from any and all liability arising from an employer's or financial institution's release of my information requested for this purpose. This authorization is limited solely to the processing of my/our application to purchase deed-restricted housing in Gunnison County.

I/We understand that completion of this application does not guarantee that my/our application will be approved.

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<i>Signature</i>		<i>Date</i>	<i>Signature</i>		<i>Date</i>
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**Equal Opportunity:** In accordance with the provisions of the Equal Opportunity Act there will be no discrimination against an applicant for these benefits on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (18 or older), disability or genetic information.

**Confidentiality:** To process an application the GVRHA may supply and receive information as detailed in the "Consent to Release Information" clause above. Information may also be released to comply with the auditing requirements of program funders or grantors. With these two exceptions, all personal and identifying information contained within an application remains fully confidential.



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### LOTTERY APPLICATION CHECKLIST

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**ACKNOWLEDGEMENT OF RESTRICTIVE COVENANT/DEED RESTRICTION**

**Purchasers:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Physical Address of Property:** \_\_\_\_\_

**Title Company:** \_\_\_\_\_

**Closing Date:** \_\_\_\_\_

I/We, being a qualified \_\_\_\_owner \_\_\_\_occupant (check one) of the above-mentioned property will work year-round within Gunnison County and earn at least 80% of gross household income within Gunnison County while occupying this home.

I/We have read the Deed Restriction. I/We understand that there are restrictions on our use of the property including but not limited to: ownership limitations, maximum resale price and remedies sections, their implications, and am willing to abide by all covenants contained in the Deed Restriction.

I/We agree to complete an 'affidavit of compliance' EACH YEAR we own this property. This affidavit will come from the GVRHA, and I/we agree to complete and return it to GVRHA on a yearly basis. (This is known as the 'Deed Monitoring' process.)

**AFFIRMATION**

I, the undersigned, hereby declare, under penalty of perjury, that the information provided in this Acknowledgement is true and correct.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Mobile Phone #*



**LENDER REVIEW LETTER FOR  
GUNNISON VALLEY REGIONAL HOUSING AUTHORITY  
DEED-RESTRICTED PROPERTIES**

1<sup>st</sup> Mortgage Lender: \_\_\_\_\_  
Applicant(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Today's Date: \_\_\_\_\_

**LENDER:** Please initial that all items below are complete, as all need to be done to enter Applicant into the Lottery for deed-restricted properties purchased through the GVRHA. **The above-named lender has \_\_\_\_ reviewed all required documentation from the Applicant(s) \_\_\_\_ discussed the Applicant's ability to qualify for a loan, including:**

- \_\_\_\_\_ **Income:** verified current paystubs, most recent 2 years W-2's, most recent 2 years 1040's or SE tax returns
- \_\_\_\_\_ **Employment:** adequate employment history to qualify for a loan
- \_\_\_\_\_ **Credit ratios:** within acceptable range, as of date listed above
- \_\_\_\_\_ **Credit:** must be discussed and appear to strong enough to obtain financing, *do not have to pull a credit report*
- \_\_\_\_\_ **Assets:** verified bank statements to show necessary funds should be available to close on this property
- \_\_\_\_\_ **Occupancy:** verified applicant will not own other improved real estate at closing

It is the opinion of this 1<sup>st</sup> Mortgage Lender that the Applicant(s) could qualify for a purchase money first mortgage in the amount of \$\_\_\_\_\_.

**\*\* The GVRHA acknowledges that this is not a FORMAL loan approval nor a commitment to lend. \*\***

Lender Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Lender Physical Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
NMLSR ID: \_\_\_\_\_

**NOTE TO LENDER:** IF THIS FORM IS INCOMPLETE IN ANY MANNER IT MAY RESULT IN THE APPLICANT'S DISQUALIFICATION FROM ELIGIBILITY.



We will not accept incomplete applications. Below is a list of all the supporting documents we will need with your application:

IF YOU ARE PURCHASING AS AN INDIVIDUAL:

- Most recent 2 years federal tax returns – FEDERAL ONLY
- Most recent 2 years W-2s and/or 1099s
- 2 most recent consecutive paystubs
- Proof of 12 months residency within Gunnison County
- Copy of State issued photo ID
- Most recent 2 months bank statements for all accounts
- Completed Lender Review Letter

IF YOU ARE PURCHASING AS A GUNNISON COUNTY EMPLOYER AS DEFINED HEREIN:

“Gunnison County Employer is defined as: A business, nonprofit, government agency or essential service provider whose business address is located within Gunnison County, employs persons who reside within Gunnison County, has fulltime employees who perform work in Gunnison County, and whose business taxes are paid in Gunnison County.”

YOU MUST PROVIDE:

- Copy of most recent business license
- Copy of Authorization to Act on Behalf of the Business
- Copy of State-issued ID of person authorized to act on behalf of the business
- Completed Lender Review Letter

