



Complete Application Checklist

- Completed, signed and Notarized Application** Please complete each blank of each question. Answer with N/A if not applicable.
- Lender's Qualification Worksheet** Completed by a local lender within the past year showing loan amount enough to purchase the home that is for sale. If the loan amount is not enough, documentation showing where the difference will be made up (such as a bank statement showing down payment funds or a gift letter).
- Current Credit Report** Required for head of household and co-head(s) of household. A Complete report and credit score dated within the past year from a local bank, CreditKarma.com, or AnnualCreditReport.com.
- Affidavit of Current Employment** Required for head of household and co-head(s) of household for each job. Completed in entirety signed by your current employer/s and returned directly to Housing Department staff.
- Proof of US Citizenship, Lawful Permanent Resident, or DACA Recipient Documentation**
- Home Buyer Education Certificate** Copy of Homebuyer Education Course Certificate or on file with the Housing Department.
- Copies of Bank Statements and/or investment account statements.** One month most recent.
- Copies most recent year's tax return.** Include all schedules and all W-2s, 1099s, etc.
- For self-employed:**
 - 3 years of personal and business taxes (if business wasn't in operation for 3 years, provide as many as business was in operation.
 - Year to Date Profit and Loss statement for the current year.
 - Log of hours worked.
 - Verification that business meets Local Business Qualification (must meet all of A or B) A client list with addresses and invoiced amounts may be required.:

A.) (1) a business physically located within Teton County, Wyoming, holding a business license with the Town of Jackson, Wyoming or one that can provide other verification of business status physically located in Teton County, Wyoming, and (2) A minimum of seventy-five percent (75%) of the business' clients or customers are physically located in Teton County, Wyoming, and (3) the employees/owners must work in Teton County, Wyoming to perform their job.

B.) A business physically located in Teton County Wyoming who employs two or more Qualified Employees, which qualified employees must work in Teton County Wyoming to perform their job.