



## Weighted Drawing Checklist

- Weighted Drawing Entry Sheet** Head of household and co-head of household must be completed. If co-head of household is not applicable, please line through it or mark NA. *One must be submitted with each entry.*
- 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 either a new Lender's Qualification will be required or supporting documentation showing where the difference will be made up (such as a bank statement showing down payment funds or a gift letter). *Good for one year.*
- 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. *Good for one year.*
- Affidavit of Current Employment** Required for head of household and co-head(s) of household. Completed in entirety signed by your current employer/s and returned directly to Housing Department staff. *Must be updated every 6 months.*
- Affidavit of Previous Employment** Only required for one member of the household. Completed by former employer/s. An entry into the drawing will be given for each consecutive year of verified full-time employment in Teton County immediately prior to entering a drawing up to 10 years. (If you have 1 year, you will be entered 1 time, if 5 years, 5 times). Employment must be verified prior to receiving entries in the drawing and prior to weighted drawing deadline. *Good indefinitely.*
- Home Buyer Education Certificate** Copy of Homebuyer Education Course Certificate or on file with the Housing Department.
- Critical Service Provider Verification** Any adult in the household who is a Critical Service Provider (CSP), may be given one additional entry into the drawing with each verified CSP. Please see our website for approved CSP organizations, and positions. *Must be updated every 6 months.*
- Documentation for allowable gaps in employment** If you qualify for an interruption of employment allowance, submit verification documentation showing why your employment was interrupted and why it was necessary. You must have two years of consecutive work history in Teton County immediately prior to the interruption, Reasons may include but not limited to care for an immediate family member, school, or hospitalization. A maximum 2 years of interruption will be allowed. Verification documents include – school transcripts. Written letter from health care provider. Allowable gaps in employment will not count towards addition drawing entries. *Documentation does not expire.*