



## **CHECKLIST FOR COMPLETE APPLICATION**

- Application** Thoroughly filled out.
- Affidavit of Current Employment** Completed by your current employer.
- Affidavits of Previous Employment** Completed by each previous employer going four years back for one applicant in the household.
- Two years of complete tax returns** with **W-2s**. If you are self employed, **three years** of complete **personal and business tax returns** with either **W-2s or 1099s, a Year to Date Profit and Loss, and Year to Date Balance Sheet**.
- Lender's Qualification Worksheet with Current Credit Report** Completed by a local lender.
- Account Statements** Copies of most recent statements from all checking, savings, CDs, investment accounts, etc. (can printed from the web).
- Proof of U.S. Citizenship or Lawful Permanent Residency** Birth Certificate, Passport, Green Card.
- Divorce Decree** This is only required if your divorce occurred within the past ten years or if you are receiving any type of income from the settlement.
- School Transcripts** Required if you worked or attended high school in Teton County, left to pursue higher education outside of Teton County and then returned. This allows you to receive the four year preference as long as you returned from school immediately.