

HOUSING
@10,200'



For Lake County Staff only (*Solo para el personal del condado de Lake*)

Application received by: _____

Date & Time: _____

LAKE COUNTY OWNERSHIP APPLICATION PACKET

DOCUMENTATION CHECKLIST – ITEMS NEEDED FROM APPLICANT(S)

Attach the following documents to your completed Application in the following order:

- Most recent two years Federal tax returns (all pages, personal and business)
- All W-2s and 1099s submitted with your Federal tax returns
- Two most recent paystubs from each current employer
- Three most recent banks statements for all accounts (all pages must be included)
- Evidence of where your current residence is located
- Copy of state-issued photo ID
- Pre-Qualification or Pre-Approval letter from lender, stating the amount of loan you are qualified for

It's a helpful idea to include explanations of any documents or situations that are unusual or somewhat complicated. For example – if you have just graduated from college and are working at your first job, provide a copy of your college transcripts with a letter of explanation for no previous employment

REMINDER: SCANNED OR EMAILED APPLICATIONS WILL NOT BE PROCESSED, NO PROCESSING WILL COMMENCE AND NO INFORMATION REGARDING ITS STATUS WILL BE PROVIDED IF EMAILED.

INCOMPLETE APPLICATIONS WILL BE RETURNED AT THE EARLIEST OPPORTUNITY

Contact Jackie at 719.486.4102 or housing@lakecountycolorado.gov with any and all questions you may have!



HOUSING @10,200'



Section 1: Buyer Information.

This section asks about your personal information and your income from employment and other sources, such as retirement, that you want considered to qualify for purchasing a home.

1a. Personal Information

Name (First, Middle, Last, Suffix) _____

Alternate Names – List any names by which you are known or any names under which credit was previously received (First, Middle, Last, Suffix) _____

Social Security Number _____
(or Individual Taxpayer Identification Number)

Date of Birth (mm/dd/yyyy) _____ / _____ / _____

Citizenship

- U.S. Citizen
 Permanent Resident Alien
 Non-Permanent Resident Alien

Type of Credit

- I am applying for individual ownership.
 I am applying for joint ownership. Total Number of Buyers: _____
Your initials: _____

List Name(s) of Other Buyers Applying for this Loan
(First, Middle, Last, Suffix) – Use a separator between names

Marital Status

- Married
 Separated
 Unmarried

(Single, Divorced, Widowed, Civil Union, Domestic Partnership, Registered Reciprocal Beneficiary Relationship)

Dependents (not listed by another Borrower)

Number _____
Ages _____

Contact Information

Home Phone () _____ - _____
Cell Phone () _____ - _____
Work Phone () _____ - _____ Ext. _____
Email _____

Current Address

Street _____ Unit # _____
City _____ State _____ ZIP _____ Country _____
How Long at Current Address? ___ Years ___ Months **Housing** No primary housing expense Own Rent (\$ _____ /month)

If at Current Address for LESS than 2 years, list Former Address Does not apply

Street _____ Unit # _____
City _____ State _____ ZIP _____ Country _____
How Long at Former Address? ___ Years ___ Months **Housing** No primary housing expense Own Rent (\$ _____ /month)

Mailing Address – if different from Current Address Does not apply

Street _____ Unit # _____
City _____ State _____ ZIP _____ Country _____

1b. Current Employment/Self-Employment and Income

Does not apply

Employer or Business Name _____ Phone () _____ - _____
Street _____ Unit # _____
City _____ State _____ ZIP _____ Country _____

Position or Title

Start Date _____ / _____ / _____ (mm/dd/yyyy)

How long in this line of work? ___ Years ___ Months

Check if this statement applies:

I am employed by a family member, property seller, real estate agent, or other party to the transaction.

Check if you are the Business Owner or Self-Employed I have an ownership share of less than 25%. **Monthly Income (or Loss)**
 I have an ownership share of 25% or more. \$ _____

Gross Monthly Income

Base \$ _____ /month
Overtime \$ _____ /month
Bonus \$ _____ /month
Commission \$ _____ /month
Military Entitlements \$ _____ /month
Other \$ _____ /month
TOTAL \$ _____ 0.00/month



HOUSING @10,200'



Section 1: Additional Buyer Information.

This section asks about your personal information and your income from employment and other sources, such as retirement, that you want considered to qualify for purchasing a home.

1a. Personal Information

Name (First, Middle, Last, Suffix) _____		Social Security Number _____ (or Individual Taxpayer Identification Number)	
Alternate Names – List any names by which you are known or any names under which credit was previously received (First, Middle, Last, Suffix) _____		Date of Birth (mm/dd/yyyy) ____/____/____	Citizenship <input type="radio"/> U.S. Citizen <input type="radio"/> Permanent Resident Alien <input type="radio"/> Non-Permanent Resident Alien
Type of Credit <input type="radio"/> I am applying for individual ownership. <input type="radio"/> I am applying for joint ownership. Total Number of Buyers: _____ Your initials: _____		List Name(s) of Other Buyers Applying for this Loan (First, Middle, Last, Suffix) – Use a separator between names	

Marital Status <input type="radio"/> Married <input type="radio"/> Separated <input type="radio"/> Unmarried (Single, Divorced, Widowed, Civil Union, Domestic Partnership, Registered Reciprocal Beneficiary Relationship)	Dependents (not listed by another Borrower) Number _____ Ages _____	Contact Information Home Phone (____) _____ - _____ Cell Phone (____) _____ - _____ Work Phone (____) _____ - _____ Ext. _____ Email _____
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------

Current Address

Street _____ Unit # _____
 City _____ State _____ ZIP _____ Country _____
 How Long at Current Address? ____ Years ____ Months **Housing** No primary housing expense Own Rent (\$ _____ /month)

If at Current Address for LESS than 2 years, list Former Address Does not apply

Street _____ Unit # _____
 City _____ State _____ ZIP _____ Country _____
 How Long at Former Address? ____ Years ____ Months **Housing** No primary housing expense Own Rent (\$ _____ /month)

Mailing Address – if different from Current Address Does not apply

Street _____ Unit # _____
 City _____ State _____ ZIP _____ Country _____

1b. Current Employment/Self-Employment and Income Does not apply

Employer or Business Name _____ Phone (____) _____ - _____		Gross Monthly Income	
Street _____ Unit # _____		Base	\$ _____ /month
City _____ State _____ ZIP _____ Country _____		Overtime	\$ _____ /month
Position or Title _____		Bonus	\$ _____ /month
Start Date ____/____/____ (mm/dd/yyyy)	Check if this statement applies: <input type="checkbox"/> I am employed by a family member, property seller, real estate agent, or other party to the transaction.	Commission	\$ _____ /month
How long in this line of work? ____ Years ____ Months		Military Entitlements	\$ _____ /month
<input type="checkbox"/> Check if you are the Business Owner or Self-Employed	<input type="radio"/> I have an ownership share of less than 25%. Monthly Income (or Loss)	Other	\$ _____ /month
	<input type="radio"/> I have an ownership share of 25% or more. \$ _____	TOTAL \$	0.00/month



HOUSING @10,200'



Section 2: Financial Information — Assets.

This section asks about things you own that are worth money and that must be considered in determining eligibility to own or occupy housing administered by the program administrator.

2a. Assets – Bank Accounts, Retirement, and Other Accounts You Have

Include all accounts below. Under Account Type, choose from the types listed here:

- Checking
- Certificate of Deposit
- Stock Options
- Bridge Loan Proceeds
- Trust Account
- Savings
- Mutual Fund
- Bonds
- Individual Development Account
- Cash Value of Life Insurance (used for the transaction)
- Money Market
- Stocks
- Retirement (e.g., 401k, IRA)

Account Type – use list above	Financial Institution	Account Number	Cash or Market Value
			\$
			\$
			\$
			\$
			\$
Provide TOTAL Amount Here			\$ 0.00

2b. Other Assets and Credits You Have Does not apply

Include all other assets and credits below. Under Asset or Credit Type, choose from the types listed here:

- | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Assets
• Proceeds from Real Estate Property to be sold on or before closing
• Proceeds from Sale of Non-Real Estate Asset
• Secured Borrowed Funds | • Unsecured Borrowed Funds
• Other | Credits
• Earnest Money
• Employer Assistance
• Lot Equity | • Relocation Funds
• Rent Credit
• Sweat Equity
• Trade Equity |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------|

Asset or Credit Type – use list above	Cash or Market Value	
	\$	
	\$	
	\$	
	\$	
Provide TOTAL Amount Here		\$ 0.00

Section 3: Financial Information — Real Estate.

This section asks you to list all properties you currently own and what you owe on them.

I do not own any real estate

3a. Property You Own

Address Street _____ City _____ State _____ ZIP _____ Country _____ Unit # _____

Property Value	Status: Sold, Pending Sale, or Retained	Intended Occupancy: Investment, Primary Residence, Second Home, Other	Monthly Insurance, Taxes, Association Dues, etc. if not included in Monthly Mortgage Payment	For 2-4 Unit Primary or Investment Property	
				Monthly Rental Income	For LENDER to calculate: Net Monthly Rental Income
\$			\$	\$	\$

Mortgage Loans on this Property Does not apply

Creditor Name	Account Number	Monthly Mortgage Payment	Unpaid Balance	To be paid off at or before closing	Type: FHA, VA, Conventional, USDA-RD, Other	Credit Limit (if applicable)
		\$	\$	<input type="checkbox"/>		\$
		\$	\$	<input type="checkbox"/>		\$



HOUSING @10,200'



Section 4: Loan and Property Information. This section asks about the property you wish to qualify for, and the type of financing you'll use to purchase it.

4a. Loan and Property Information

Loan Amount \$ _____ Loan Purpose Purchase Other (specify) _____

Property Address Street _____ Unit # _____
City _____ State _____ ZIP _____ County _____

Number of Units _____ Property Price \$ _____

Occupancy Primary Residence Second Home Investment Property

1. **Mixed-Use Property.** If you will occupy the property, will you set aside space within the property to operate your own business? (e.g., daycare facility, medical office, beauty/barber shop) NO YES

2. **Manufactured Home.** Is the property a manufactured home? (e.g., a factory built dwelling built on a permanent chassis) NO YES

4b. Other New Mortgage Loans on the Property You are Buying or Refinancing Does not apply

Creditor Name	Lien Type	Monthly Payment	Loan Amount/ Amount to be Drawn	Credit Limit (if applicable)
	<input type="radio"/> First Lien <input type="radio"/> Subordinate Lien	\$ _____	\$ _____	\$ _____
	<input type="radio"/> First Lien <input type="radio"/> Subordinate Lien	\$ _____	\$ _____	\$ _____

4d. Gifts or Grants You Have or Will Receive for this Purchase Does not apply

Include all gifts and grants below. Under Source, choose from the sources listed here:
• Community Nonprofit • Federal Agency • Relative • State Agency • Lender
• Employer • Local Agency • Religious Nonprofit • Unmarried Partner • Other

Asset Type: Cash Gift, Gift of Equity, Grant	Deposited/Not Deposited	Source – use list above	Cash or Market Value
	<input type="radio"/> Deposited <input type="radio"/> Not Deposited		\$ _____
	<input type="radio"/> Deposited <input type="radio"/> Not Deposited		\$ _____



HOUSING @10,200'



Section 5: Declarations. This section asks you specific questions about the property, your funding, and your past financial history.

5a. About this Property and Your Money for this Loan

<p>A. Will you occupy the property as your primary residence? If YES, have you had an ownership interest in another property in the last three years? If YES, complete (1) and (2) below: (1) What type of property did you own: primary residence (PR), FHA secondary residence (SR), second home (SH), or investment property (IP)? (2) How did you hold title to the property: by yourself (S), jointly with your spouse (SP), or jointly with another person (O)?</p>	<p><input type="radio"/> NO <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> YES _____ _____</p>
<p>B. Do you have a family relationship or business affiliation with the seller of the property?</p>	<p><input type="radio"/> NO <input type="radio"/> YES</p>
<p>C. Are you borrowing any money for this real estate transaction (e.g., money for your closing costs or down payment) or obtaining any money from another party, such as the seller or realtor, that you have not disclosed on this loan application? If YES, what is the amount of this money?</p>	<p><input type="radio"/> NO <input type="radio"/> YES \$ _____</p>
<p>D. I /We have read the deed restriction for the property and understand all the terms and conditions that govern this property.</p>	<p><input type="radio"/> NO <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> YES</p>
<p>E. Will this property be subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through your property taxes (e.g., the Property Assessed Clean Energy Program)?</p>	<p><input type="radio"/> NO <input type="radio"/> YES</p>

5b. About Your Finances

<p>F. Are you a co-signer or guarantor on any debt or loan that is not disclosed on this application?</p>	<p><input type="radio"/> NO <input type="radio"/> YES</p>
<p>G. Are there any outstanding judgments against you?</p>	<p><input type="radio"/> NO <input type="radio"/> YES</p>
<p>H. Are you currently delinquent or in default on a Federal debt?</p>	<p><input type="radio"/> NO <input type="radio"/> YES</p>
<p>I. Are you a party to a lawsuit in which you potentially have any personal financial liability?</p>	<p><input type="radio"/> NO <input type="radio"/> YES</p>
<p>J. Have you conveyed title to any property in lieu of foreclosure in the past 7 years?</p>	<p><input type="radio"/> NO <input type="radio"/> YES</p>
<p>K. Within the past 7 years, have you completed a pre-foreclosure sale or short sale, whereby the property was sold to a third party and the Lender agreed to accept less than the outstanding mortgage balance due?</p>	<p><input type="radio"/> NO <input type="radio"/> YES</p>
<p>L. Have you had property foreclosed upon in the last 7 years?</p>	<p><input type="radio"/> NO <input type="radio"/> YES</p>
<p>M. Have you declared bankruptcy within the past 7 years? If YES, identify the type(s) of bankruptcy: <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 11 <input type="checkbox"/> Chapter 12 <input type="checkbox"/> Chapter 13</p>	<p><input type="radio"/> NO <input type="radio"/> YES</p>



HOUSING @10,200'



Section 6: Acknowledgments and Agreements. This section tells you about your legal obligations when you sign this application.

Acknowledgments and Agreements

I agree to, acknowledge, and represent the following:

- The information I have provided in this application is true, accurate, and complete as of the date I signed this application.
- If the information I submitted changes or I have new information before purchasing the home, I must change and supplement this application, including providing any updated/supplemented real estate sales contract.
- For purchase transactions: The terms and conditions of any real estate sales contract signed by me in connection with this application are true, accurate, and complete to the best of my knowledge and belief. I have not entered into any other agreement, written or oral, in connection with this real estate transaction.
- The program administrator and other program participants may rely on the information contained in the application before and after purchasing the home.
- Any intentional or negligent misrepresentation of information may result in the imposition of:
 - (a) civil liability on me, including monetary damages, if a person suffers any loss because the person relied on any misrepresentation that I have made on this application, and/or
 - (b) criminal penalties on me including, but not limited to, fine or imprisonment or both under the provisions of Federal law (18 U.S.C. §§ 1001 *et seq.*).

- Any appraisal or value of the property obtained by a lender is for use by the lender and other program participants.
- The lender and other program participants have not made any representation or warranty, express or implied, to me about the property, its condition, or its value.

Electronic Records and Signatures

- The program administrator may keep any paper record and/or electronic record of this application, whether or not the application is approved.
- If this application is created as (or converted into) an "electronic application", I consent to the use of "electronic records" and "electronic signatures" as the terms are defined in and governed by applicable Federal and/or state electronic transactions laws.
- I intend to sign and have signed this application either using my:
 - (a) electronic signature; or
 - (b) a written signature and agree that if a paper version of this application is converted into an electronic application, the application will be an electronic record, and the representation of my written signature on this application will be my binding electronic signature.
- I agree that the application, if delivered or transmitted to the program administrator as an electronic record with my electronic signature, will be as effective and enforceable as a paper application signed by me in writing.

By signing below, in addition to the representations and agreements made above, I expressly authorize the program administrator to obtain, use, and share with others (i) the application and related information and documentation, (ii) a consumer credit report on me, and (iii) my tax return information, as necessary to perform the actions listed below, for so long as they have an interest in my application:

- (a) process and underwrite my application for qualifying to purchase a home;
- (b) verify any data contained in my consumer credit report, my loan application and other information supporting my loan application;
- (c) perform audit, quality control, and legal compliance analysis and reviews; and
- (d) other actions permissible under applicable law.

Applicant Signature _____ **Date (mm/dd/yyyy)** ____ / ____ / ____

Additional Applicant Signature _____ **Date (mm/dd/yyyy)** ____ / ____ / ____



HOUSING @10,200'



CERTIFICATION AND CONSENT

CERTIFICATION

I/We the undersigned, hereby certify to:

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

- There are no any outstanding judgements pending or awarded against me/us Y N

- I/We are not a party to a lawsuit as defendant or plaintiff. Y N

- Part or all of my/our down payment is borrowed. Y N

- I/We will occupy the property as my/our primary residence. Y N

- I/We have have not have an ownership interest in any other residential property during the past three years.
 It was my/our primary residence 2nd home investment property.

CONSENT AND RELEASE

I/We herein grant authorization for the Lake County ("LC") to verify any information contained in my/our Application to determine my/our eligibility to purchase or occupy deed-restricted housing through the LCHA. Activities to complete such verifications may include requesting and receiving copies of public records, employment and income documents, financial institutions documents, and others as may be deemed necessary by the LC.

I/We release and hold harmless LC for any damages, perceived or actual, such verifications of my/our application information may cause me/us.

Signature Date Signature Date

IT SHALL BE A DISCRIMINATORY OR UNFAIR HOUSING PRACTICE: For any person to REFUSE TO SHOW, SELL, TRANSFER, RENT, or LEASE, or REFUSE to RECEIVE and TRANSMIT any bona fide offer to buy, sell, rent, or lease, or OTHERWISE MAKE UNAVAILABLE or DENY or WITHHOLD FROM any person housing; or to discriminate in the TERMS, CONDITIONS, or PRIVILEGES pertaining to any housing. BECAUSE OF: DISABILITY, RACE, CREED, COLOR, SEX, SEXUAL ORIENTATION (including TRANSGENDER STATUS), RELIGION, MARITAL STATUS, FAMILIAL STATUS, NATIONAL ORIGIN or ANCESTRY, or SOURCE OF INCOME.

Contact Jackie@ 719.486.4102 or housing@lakecountycolorado.gov with any and all questions!



HOUSING @10,200'



ACKNOWLEDGMENT OF DEED RESTRICTION

Applicant Name(s):

_____ I/We have read and understand the income restrictions in place at the time of purchase.

_____ I/We have read and understand the employment requirements are applicable during my/our entire ownership period.

_____ I/We have read and understand the occupancy requirements are applicable during my/our entire ownership period.

_____ I/We have read and understand the resale and appreciation restrictions governing how I/we can dispose of our property.

_____ I/We agree to completing and returning an affidavit of compliance for the LC and its assigns as requested at least annually. It is a violation of my deed restriction if I don't comply with completing and returning such affidavit.

My/Our initials above indicate that we are making these statements without coercion and as I/we understand the terms of the deed restriction.

DO NOT SIGN THIS IF YOU HAVE NOT READ AND/OR DO NOT UNDERSTAND THE TERMS OF THE DEED RESTRICTION.

(Signature) Date

(Signature) Date

IT SHALL BE A DISCRIMINATORY OR UNFAIR HOUSING PRACTICE: For any person to REFUSE TO SHOW, SELL, TRANSFER, RENT, or LEASE, or REFUSE to RECEIVE and TRANSMIT any bona fide offer to buy, sell, rent, or lease, or OTHERWISE MAKE UNAVAILABLE or DENY or WITHHOLD FROM any person housing; or to discriminate in the TERMS, CONDITIONS, or PRIVILEGES pertaining to any housing. BECAUSE OF: DISABILITY, RACE, CREED, COLOR, SEX, SEXUAL ORIENTATION (including TRANSGENDER STATUS), RELIGION, MARITAL STATUS, FAMILIAL STATUS, NATIONAL ORIGIN or ANCESTRY, or SOURCE OF INCOME.



HOUSING @10,200'



CERTIFICATE OF ELIGIBILITY

To Buyer(s):

Effective Date: (date of eligibility approval here)

Expiration Date: (put the date 90 days away from the Effective date)

Dear _____,

Congratulations! You have been determined eligible to purchase a home in the *Housing @ 10,200'* Community Housing neighborhood!

You are qualified to purchase a home with an AMI at or below _____% AMI, and having no more than _____ bedrooms.

You may need to update your application documents if you do not enter into a purchase agreement within this 90-day period.

Your application as underwritten by the Lake County Housing Authority (the "LCHA") verifies that you meet the following eligibility requirements:

- _____ Income within allowed AMI categories
- _____ Employment meets requirements
- _____ Liquid assets after closing do not exceed guidelines
- _____ No ownership of other developed residential real estate
- _____ Intent to occupy as your one and only residence

Take this Certificate with you when you enter into a contract to purchase the property. Any offer to purchase is null and void if not accompanied by this Certificate.

Please contact LC at 719.626.1295 with any questions regarding this Certificate or the purchase process.

Sincerely,

Signature of LC authorized staff Date

IT SHALL BE A DISCRIMINATORY OR UNFAIR HOUSING PRACTICE: For any person to REFUSE TO SHOW, SELL, TRANSFER, RENT, or LEASE, or REFUSE to RECEIVE and TRANSMIT any bona fide offer to buy, sell, rent, or lease, or OTHERWISE MAKE UNAVAILABLE or DENY or WITHHOLD FROM any person housing; or to discriminate in the TERMS, CONDITIONS, or PRIVILEGES pertaining to any housing. BECAUSE OF: DISABILITY, RACE, CREED, COLOR, SEX, SEXUAL ORIENTATION (including TRANSGENDER STATUS), RELIGION, MARITAL STATUS, FAMILIAL STATUS, NATIONAL ORIGIN or ANCESTRY, or SOURCE OF INCOME.



HOUSING @10,200'



APPEALS REQUEST FORM

Email this form and all docs to: Jackie Whelihan housing@lakecountyco.gov

I/We, _____ are appealing the
(Print Applicant Names) outcome of:

_____ Initial Qualification to purchase housing

My/Our reason(s) for requesting this Appeal:

ATTACH ALL SUPPORTING DOCUMENTATION NOW!

Please contact Jackie at **719.486.4102** with any questions regarding this Appeal Request or the purchase process.

(Signature) Date

(Signature) Date

IT SHALL BE A DISCRIMINATORY OR UNFAIR HOUSING PRACTICE: For any person to REFUSE TO SHOW, SELL, TRANSFER, RENT, or LEASE, or REFUSE to RECEIVE and TRANSMIT any bona fide offer to buy, sell, rent, or lease, or OTHERWISE MAKE UNAVAILABLE or DENY or WITHHOLD FROM any person housing; or to discriminate in the TERMS, CONDITIONS, or PRIVILEGES pertaining to any housing. BECAUSE OF: DISABILITY, RACE, CREED, COLOR, SEX, SEXUAL ORIENTATION (including TRANSGENDER STATUS), RELIGION, MARITAL STATUS, FAMILIAL STATUS, NATIONAL ORIGIN or ANCESTRY, or SOURCE OF INCOME.