



## Town of Snowmass Village Employee Housing Sales Application

### **Information and Instructions**

Welcome to the Town of Snowmass Village For Sale Employee Housing program. Enclosed is the application with instructions and information for this program. If you have any additional questions after you have read this packet, please contact the Housing Department at 923 2360 or at [housing@tosv.com](mailto:housing@tosv.com) or at 555 Deerfield Drive (within the Mountain View Apartment complex) Monday through Friday 8:00am to 5:00pm.

### **General Program Information**

- 1) This is an honesty based program. All applications are expected to be completed honestly and thoroughly.
- 2) A **\$20.00** (twenty dollars) per unit application fee payable to the Town of Snowmass Village Housing Department. Cash and checks accepted.
- 3) An application is active for 12 (twelve) consecutive months from the date it is submitted to the Housing Department
- 4) It is up to the applicant to provide all the information and submit a completed application to the Housing Department to an acceptable level. **Incomplete applications will not be accepted.**
- 5) You are welcome to wipe out all account numbers from your statements. Please do not wipe out the names.
- 6) Joint ownership is permitted as long as one applicant, as defined, is working in Snowmass Village. Both applicants must submit a completed application at the same time. All employment and financial information will be combined to determine eligibility.

### **Application Instructions**

- 1) Complete the Housing Department Information Sheet.
- 2) List all Snowmass Village full time employment on the Employment History Form. Applicants must be an employee of a Snowmass Village based business that has a current business license, whose principle place of business is conducted in Snowmass Village, and be employed a minimum of one thousand four hundred (1,400) hours within eight (8) to

twelve (12) months at the time of application and being awarded a unit. Conversion: 40 hours per week for 35 weeks per calendar year OR 35 hours per week for 40 weeks per calendar year OR 32.56 hours per week for 43 weeks per calendar year.

Employment time will not be double counted.

3) An Employment Verification form must be completed and signed by each employer for the time listed on the Employment History sheet. Social Security printouts will be accepted as a substitute if the employment verification form can not be filled out by an employer.

4) A loan pre-qualification letter is required from a financial institution on letterhead, dated and signed by an officer stating the maximum amount the applicant is qualified to obtain. The amount stated by the financial institution is part of the approval process for a unit.

**5) Copies of the last three years of filed and signed (if applicable) complete personal Federal Income Tax forms and W-2's. Non-taxable income is to be included and verifiable documentation will need to be submitted. 80% (eighty percent) of the applicant's income must be earned within Snowmass Village and verified by a W-2.**

**Calculating Income level: The last three (3) years of filed and signed (if applicable) Federal Income Tax Adjusted Gross Income (line 33 on form 1040 or line 4 on form 1040 EZ) added together then divided by three (3). Tax free income must be reported and will be included in the Maximum Income average.**

6) Complete and sign the Ownership of Other Property and Persons Per Bedroom form.

7) Complete and sign the Acknowledgments and Verification of True and Accurate Information form.

8) Complete and sign the Authorization to Obtain a Copy of Loan Application form.

9) If you own your own business, you must submit a copy of your current Snowmass Village business license, your last three (3) years of filed business Federal Income Tax and a current Profit and Loss Statement. 80% (eighty percent) of the business must be conducted within the Town of Snowmass Village to be a qualified Snowmass Village business.

10) The Financial Statement is to be completed with real numbers (i.e.- if your checking account statement says your balance is \$1,856.32, please write in \$1,856. DO NOT round up or down the numbers - just drop off the cents!) For each item listed on the Financial Statement, **copies of back up documentation must be submitted**.

For Example: Cash in the bank - bank statements

Automobiles/Planes/Boats/Motorcycles - blue book value, and title, and registration.

Free Market Stocks/Bonds - copies of the certificates AND a recent statement or financial value.

Property- most current County property tax forms

Net Worth of Business - current Profit and Loss Statement

Loans/Mortgage - pay off amounts from the lending institution

Credit Cards- most current statements showing pay off amounts.

Calculating Net Worth level:

Assets - (cash [checking, savings, money market], automobiles, planes, boats, motorcycles, free market stocks, bonds, insurance and real estate, retirement accounts and net worth in a personal business)

MINUS

Liabilities - (bank loans, mortgage, credit card debt, college loans and car, boat or plane loans)

MINUS

Retirement Funds - (IRA, KOEGH, 401K, FPPA - Tax Deferred Retirement Account)

EQUALS

Net Worth

NOTE - Contingent liabilities and personal effects are not included in this calculation.

11) The entire completed application and application fee must be submitted by the designated date and time specified by the Housing Department located at 555 Deerfield Drive in the Mountain View Apartment complex. **All applications submitted after the specified date and time will not be accepted. All incomplete applications will not be accepted.**

### General Information

- Each applicant will be given a number of chances per their employment time.
- All chances will be drawn from the bin.
- The order that the names are drawn, is the order that the applicants will be permitted to accept the unit they are applying for.
- All applicants will be confirmed for the unit they have applied for by persons per bedroom and financial qualifications before being placed in the lottery.
- Only the first time that an applicant's name is drawn will they be permitted to accept a unit.
- Should a selected applicant change their mind about their chosen unit, the next applicant on the drawn list will be allowed to accept that unit.
- The Seller and Buyer will have 7 (seven) calendar days by 5:00 pm to bring a completed contract to the Housing Department.
- The Seller and Buyer can choose the title company.

### Lottery Procedures

The following lottery procedures were approved by the Town of Snowmass Village Town Council on July 27, 2009. After applicants are qualified they will be entered into a lottery tier using the priorities listed below.

Lottery Tiers	Lottery Priorities
1st	In-Complex (meets employment, income, assets and occupancy requirements)
2nd	Snowmass Village full-time employment with 3 or more years (meets occupancy requirements)
3rd	Snowmass Village full-time employment with 1 - 3 years (meets occupancy requirements)
4th	Snowmass Village full-time employment with 3 or more years; 2 people may apply for a 3-bedroom unit
5th	Snowmass Village full-time employment with 1 - 3 years; 2 people may apply for a 3-bedroom unit
6th	Pitkin County full-time employment with 3 or more years (meets occupancy requirements)

**Unit Size 17.3.3.** To maximize the occupancy of housing units an applicant can only apply to purchase a housing unit to accommodate the number of persons that will be residing with the applicant. The number of persons will include a dependant as defined in the Internal Revenue Code, or a minor child who resides on a part time basis of not less than one hundred twenty one (121) days per calendar year as a result of an order of a court. A first priority applicant can only apply to purchase a housing unit with the number of bedrooms as follows:

**First Priority Occupancy Table #1**

Total Persons	1 bedroom	2 bedrooms	3 bedrooms	4 or more bedrooms
1	X	X		
2	X	X		
3		X	X	
4		X	X	X
>4			X	X

After the first priority qualified applicants have been selected the Second Priority Occupancy Table will be used. This table will only be used for qualified Snowmass Village employee applicants in the 4<sup>th</sup> and 5<sup>th</sup> lottery tier from the 17.3.1 lottery procedures table.

Note: All Pitkin County employees in the 6<sup>th</sup> lottery tier must meet the requirements listed in the First Priority Occupancy Table #1.

**Second Priority Occupancy Table #2**

Total Persons	1 bedroom	2 bedrooms	3 bedrooms	4 or more bedrooms
2	X	X	X	

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**HOUSING DEPARTMENT INFORMATION SHEET**

Applicants Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Driver's License: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Co-Applicants Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Driver's License: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Physical Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home No.: \_\_\_\_\_ Work No.: \_\_\_\_\_ Other No.: \_\_\_\_\_

What name(s) will be on the deed? \_\_\_\_\_

**DO NOT WRITE BELOW - OFFICE USE ONLY**

Employment time: \_\_\_\_\_ Total number of chances: \_\_\_\_\_

Net Worth: \_\_\_\_\_ Average Annual Income: \_\_\_\_\_

No. of Adults \_\_\_\_\_ No. of Dependents: \_\_\_\_\_ Housing Unit Size: \_\_\_\_\_

Bank approved amount: \_\_\_\_\_

Date application(s) submitted: \_\_\_\_\_

Date fee(s) paid: \_\_\_\_\_

Unit(s) applied for: \_\_\_\_\_





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**EMPLOYMENT VERIFICATION**

I am verifying that \_\_\_\_\_ is/has been employed  
Name of applicant

by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_,  
Business name Month/year Month/year

and that this business is located and licensed within the Town of Snowmass Village. I am also verifying that this employee work(s/ed) over 1,400 hours within eight (8) to 12 (twelve) months per calendar year.

\_\_\_\_\_  
Employer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact phone no.

**You will need to make additional copies of this form if you have more than one employer listed on the Employment History page.**



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and that this business is located and licensed within the Town of Snowmass Village. I am also verifying that this employee work(s/ed) over 1,400 hours within eight (8) to 12 (twelve) months per calendar year.

\_\_\_\_\_  
Employer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact phone no.

**You will need to make additional copies of this form if you have more than one employer listed on the Employment History page.**

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Applicant's name: \_\_\_\_\_

Co-Applicant's name: \_\_\_\_\_

## **OWNERSHIP OF OTHER PROPERTY**

\_\_\_\_\_ I/We do not own any residential property within the Roaring Fork Drainage to include the area between No Name to Rifle, Colorado.

\_\_\_\_\_ I/We do own residential property within the Roaring Fork Drainage included in the area between No Name to Rifle, Colorado.

The address is \_\_\_\_\_.

The ownership is in the name of \_\_\_\_\_.

**I/We agree to sell the above specified residential property within 6 (six) months from the time of closing on the awarded housing unit.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Signature

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## **NUMBER OF PERSONS REQUIRED PER BEDROOM**

\_\_\_\_\_ One person for a one (1) or a two (2) bedroom Condominium, Duplex or Townhome unit. **(One person is not eligible for a single family home)**

\_\_\_\_\_ Two persons for a one (1), two (2) bedroom or a three (3) bedroom unit.

\_\_\_\_\_ Three persons for a two (2) or a three (3) bedroom unit.

\_\_\_\_\_ Four persons for a two (2), three (3) or four (4) bedroom unit.

\_\_\_\_\_ Five persons for a three (3), four (4) or five (5) bedroom unit.

The parent(s) or legal guardian(s) of a dependent(s) must submit a copy of legal documentation confirming that the applicant(s) have legal custody of the dependent(s) for 121 days or more within a calendar year.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Co-Applicant's signature





# Town of Snowmass Village Employee Housing Sales Application

## NET WORTH APPLICATION

Applicant's Name: \_\_\_\_\_

Co-Applicant's Name: \_\_\_\_\_

ASSETS		LIABILITIES	
AMOUNT/VALUE	INSTITUTION	PAY OFF AMMOUNT	INSTITUTION
Cash in the Bank	1) _____	Bank Loans	18) _____
	2) _____		19) _____
	3) _____		20) _____
Stocks and Bonds	4) _____		
	5) _____		
	LOCATION		
Real Estate	6) _____	Mortgage	21) _____
	7) _____		
	YEAR/MAKE		
Automobiles	8) _____	Auto Loan	22) _____
	9) _____		23) _____
	10) _____		24) _____
	INSTITUTION		
Life Insurance	11) _____	Credit Cards	25) _____
Retirement Accts (IRA, 401K)	12) _____		26) _____
	13) _____		27) _____
	14) _____		28) _____
Other Assets	15) _____	Other Obligations	29) _____
Child Support/ Alimony	16) _____		
Net Worth Of Business	17) _____	Child Support/ Alimony	30) _____
TOTAL ASSETS	_____	TOTAL LIABILITIES	_____

**FOR OFFICE USE ONLY**

Assets \_\_\_\_\_ minus Liabilities \_\_\_\_\_ minus Retirement \_\_\_\_\_ equals Net Worth \_\_\_\_\_