



## Housing Application Check List

**Please use this check list to complete your Housing Application. The Housing office will use this check list to verify that you have submitted all the information required. Please make sure each box is checked that pertains to your application. The following items must be included with the application. If this is a joint application both applicants information must be included.**

### Check List

- \$20.00** (twenty dollars) per unit application fee payable to the Town of Snowmass Village Housing Department.
- 80% (eighty percent) of the applicant's income must be earned within Snowmass Village and verified by a W-2.**

### Financial Information:

- 2005 Tax Returns                       2005 W-2's                       2005 Business Tax Returns
- 2006 Tax Returns                       2006 W-2's                       2006 Business Tax Returns
- 2007 Tax Returns                       2007 W-2's                       2007 Business Tax Returns
- A copy of your current Snowmass Village business license.
- Copy of a current Profit and Loss Statement
- An **Employment Verification** form must be completed and signed by each employer for the time listed on the Employment History sheet.
- A **loan pre-qualification letter** from a institution on letterhead, dated and signed by an officer stating the maximum amount the applicant is qualified to obtain.

### Net worth back up information:

- Copies of all back account statements: Checking, Savings, Certificate of Deposits and Money Markets.
- Copies of Stocks/Bonds Certificates and statement of the current values.
- Copy of the most current county property tax assessed value of real estate owned.
- Automobiles/Planes/Boats/Motorcycles copy the title or registration.
- Copy of the blue book value for all vehicles.
- Copy of your Life Insurance policy and statement of the cash value.
- Copy of Retirement accounts.
- Copy of bank loans.
- Copy of mortgage payoff.
- Copy of Auto loan payoffs.
- Copy of all recent credit card statements.

**Applicant/s:** \_\_\_\_\_

**Date:** \_\_\_\_\_