



**Housing Application Check List
Pitkin County**

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 Pitkin County and verified by a W-2.**

Financial Information:

- 2018 Tax Returns 2018 W-2's 2018 Business Tax Returns
- 2019 Tax Returns 2019 W-2's 2019 Business Tax Returns
- 2020 Tax Returns 2020 W-2's 2020 Business Tax Returns
- A copy of your current Aspen/State of CO 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 bank account statements: Checking, Savings, Certificate of Deposits and Money Markets.
- Copies of Stocks/Bonds Certificates and statement of the current values.
- Copy of the current annual county property tax bill showing 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: _____



Town of Snowmass Village
Employee Housing Sales Application
Pitkin County Employee
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 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 before the application deadline. **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 Pitkin County. **Both applicants must submit a completed application at the same time** **All financial information will be combined to determine eligibility.**

Application Instructions

- 1) Complete the Housing Department Information Sheet.
- 2) List all Pitkin County full time employment on the Employment History Form. Applicants must be an employee of a Pitkin County based business that has a current business license, whose principle place of business is conducted in Pitkin County, 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