

Application Instructions

You must submit a completed application with all the required documentation prior to signing a contract for purchase. To ensure your application is complete, please review the following checklist. Please bring the application with all required documentation to; Samantha Becker at the CCLT. The information can be mailed, faxed or emailed to the following;

Colorado Community Land Trust
1245 E. Colfax Avenue, Suite 206
Denver, CO 80218
Off: 303.856.7357
Fax: 303.856.7756
sbecker@coloradoclt.org

- Completed application signed and dated by all applicants (***all household members must be included on the application***).
- A non-refundable \$50.00 check or money order made out to the Colorado Community Land Trust. CASH CANNOT BE ACCEPTED
- An Employer Verification Form completed for every employed household member over 15 years **and** THREE MONTHS of pay stubs. You may substitute the verification with a letter from the employer, on letterhead, indicating annual gross wage and date of next anticipated increase.
 - IF SELF EMPLOYED: Please include a current profit & loss estimate projecting income and expenses for the year In *addition* to the 2 COMPLETE years of federal returns.
- Affidavit of documented legal status and a photocopy of State picture ID (affidavit must be notarized)
- Award letter(s) if receiving social security, pension, survivor or disability payment.
- Last THREE MONTHS of all checking & savings accounts and a current statement for all asset accounts. Asset accounts include stocks, bonds, money markets, IRA's, 401k's, government bonds etc. (*The interest or dividends earned from these accounts is added to your annual gross income*).
- PHOTOCOPIES of the last TWO YEARS of FEDERAL income tax returns and corresponding W2's. **OR** if you did not file or do not have copies please fax IRS form 4506T transcript request or call the IRS at 1-800-829-1040.
- * If you have been divorced since your last filed federal tax return, a copy of your executed divorce decree OR, if you are in the process of a divorce, a copy of the petition for divorce.
- * If you have children and are recently divorced, a copy of your court ordered custody arrangements, order for child support and/or alimony.
- * If receiving a financial gift from another person, the person will need to provide a letter that includes the amount of the gift and when the gift will be given.
**as it may apply*
- A pre-qualification letter from one of the CCLT Preferred Lenders.
- First time home buyer class certificate (must obtain certificate before contracting)

Colorado Community Land Trust

Your Partner in Affordable Housing



INCOME CERTIFICATION & ELIGIBILITY FORM

Submit completed application to Colorado Community Land Trust
 1245 E. Colfax Avenue, Suite 206, Denver CO 80218
 Telephone: 303.856.7357

Please provide ALL applicable information on this form. It will be used to determine your eligibility

1. Contact Information

Applicant

First and Last Name:		Social Security No.	
Home Address:		City, State, Zip:	
Home Telephone:		E-Mail:	
Employer Name:		Work Telephone:	
Employer Address		City, State, Zip:	
Position Title:		Occupation:	

Co-Applicant

First and Last Name:		Social Security No.	
Home Address		City, State, Zip:	
Home Telephone:		E-Mail:	
Employer Name:		Work Telephone:	
Employer Address		City, State, Zip:	
Position Title:		Occupation:	

2. Household Information

Provide information for each household member who will be living in the home whether or not they will be on property title or loan. Enter total number of members in your household.

Name (List Applicant First)	Relationship to Applicant	Age	Date of Birth (Month/Day/Year)	Days per year child resides with you	✓ If Employed
	Applicant				
	Co-Applicant				
Total number of members in household:					

3. Housing Information

Please check or fill in the correct boxes to tell us about your current housing situation and what you are looking for.

Do you currently own a home?	yes <input type="checkbox"/>	no <input type="checkbox"/>		
Are you a first-time homebuyer?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Have you registered for a Homebuyer Education class?	
			<input type="checkbox"/> yes <input type="checkbox"/> no	
Please check which source the downpayment is coming from	Own funds <input type="checkbox"/>	Gift <input type="checkbox"/>	Date you will attend? _____	
	Downpayment <input type="checkbox"/>	IDA <input type="checkbox"/>	Name of Lender? _____	
How much money do you have for downpayment?	\$ _____			

4. Projected Annual Income

For each household member over 15 who is receiving any of the following sources of income, please enter the requested information under the person's name. If an income type doesn't apply to you, skip it.

How often are you paid?	Applicant	Co-Applicant	Other	Other
Applicant <input type="checkbox"/> Every week <input type="checkbox"/> Every 2 weeks <input type="checkbox"/> Twice a month <input type="checkbox"/> Monthly				
Co-Applicant <input type="checkbox"/> Every week <input type="checkbox"/> Every 2 weeks <input type="checkbox"/> Twice a month <input type="checkbox"/> Monthly				
4.1 Regular Income	Applicant	Co-Applicant	Other	Other
Wages/ Salaries				
Benefits/ Pensions				
Public Assistance				
Child Support or Alimony				
Other Income				
Assets: 401k, CD, Stocks				
Other Assets				
Total Anticipated Income (monthly)				

5. Certifications

I hereby certify that all the information provided and submitted in support of this application is true and correct as of the date set forth below my signature and that I will be disqualified if it is determined that any or all information provided is inaccurate or non-verifiable.

I hereby authorize the Colorado Community Land Trust, or any other agency to which this information is provided, to make any and all inquiries for the purpose of verifying the truthfulness and validity of the information provided.

I understand and agree that the Colorado Community Land Trust, or any agency or authority it has designated to act on its behalf reserves the right to revise or revoke its eligibility determination based on any information received after a certification determination is made, including discovery of false information.

Signatures: Applicant: _____ Co-Applicant: _____
 Date: _____ Date: _____

6. Optional Information

This information is requested for demographic and statistical purposes only. It is not used in determining your eligibility

Race: Asian White Black/African American AIAN* Pacific Islander Other
 Ethnicity: Hispanic/Latino *American Indian and Alaskan Native

7. Please Complete!

How did you hear about this program? (Select all that apply and list source below)

Developer Newspaper Word-of-Mouth Website Brochure Realtor Other

Checklist

Name of the development you are interested in purchasing _____

Review this list for required documentation to submit with your application

- Completed application signed and dated by all applicants who will reside in the property.
- A **non-refundable** \$50.00 check or money order made out to the Colorado Community Land Trust. CASH CANNOT BE ACCEPTED
- Employer Verification Form for each employed household member OR a letter from your employer, on letterhead, indicating your annual gross wage & date of next anticipated increase AND THREE MONTHS of pay stubs. SELF EMPLOYED: Please provide a profit/loss statement for the current year estimating income and expenses in addition to the tax returns
- THREE MONTHS of checking & savings statements & current statement for all asset accounts. Asset accounts include stocks, bonds, money markets, IRA's, 401k, and government bonds. The interest or dividends earned from these accounts is added to your annual gross income.
- Photocopies of the last TWO YEARS of FEDERAL tax returns and corresponding W2's, If you do not have copies or did not file use IRS form 4506T to request a transcript or contact the IRS at 1-800-829-1040
- Award letter(s) if receiving social security, pension, survivor, disability payment or TANF.
- Affidavit of documented lawful presence and legible photocopy of State picture ID
- If you have been divorced since your last filed federal tax return, a copy of your executed divorce decree OR if you are in the process of a divorce, a copy of the petition for divorce.
- If you have children and are recently divorced a copy of your court ordered custody arrangements, child support and/or alimony.
- If receiving a financial gift from another person, the person will need to provide a letter that includes the amount of the gift and when the gift will be given.

It may take up to five business days to process your completed application

EQUAL OPPORTUNITY: There will be no discrimination against an applicant on the basis of race, age, sex, marital status, sexual orientation, national origin, religion, handicap, source of income. If you need special accommodations to enable you to apply for, or access to the Income Verification Process, please contact us at 303.856.7357.



Colorado Community Land Trust Request for Verification of Employment

(Applicant: Fill out the top portion only and give to employer to fill out the lower portion)

Applicant Name: _____ SSN: _____

Address: Phone:

Employer's Name: Address:

Release: *I hereby authorize the release of the requested information*

Signature: _____ Date: _____

TO BE COMPLETED BY EMPLOYER

This information will be used only to determine whether the applicant is eligible for Affordable Housing. Your prompt return of the requested information will be appreciated. *Samantha Becker, 1245 E. Colfax Avenue, Suite 206, Denver, CO 80218 or fax to 303-856-7756.* If you have any questions, please feel free to call me at 303.856-7357.

Position Held: _____

Employed From: _____ To: _____

Employee is paid: Weekly Bi-Weekly
 Bi-Monthly Monthly Other

Current rate of gross pay per pay period: \$ _____

Average hours worked per week: _____

Overtime rate per hour: \$ _____

Average hours of overtime per week: _____

Commissions earned per week (estimate): \$ _____

Tips per week (estimate): \$ _____

Is pay received for vacation?

Yes No

of vacation days per year: _____

Is pay likely to increase in the next 12 months?

Yes No

Date of next pay increase: _____

Date of last pay increase: _____

Probability of continued employment

High Low Don't Know

Authorized Signature of Employer: _____

Name: _____ Date: _____

Title: _____ Phone: _____

**ATTACHMENT TO
EXHIBIT
COMBINED CERTIFICATION AND VERIFICATION AFFIDAVIT
ACCEPTABLE DOCUMENTATION**

Under Article 17.5 of Title 8, Colorado Revised Statutes, as now existing or hereafter amended, and Article 76.5 of Title 24, Colorado Revised Statutes, as now existing or hereafter amended, the following forms of identification are permissible:

- A valid State driver's license or identification card;
- A U.S. Military identification card or military dependent's identification card;
- A U.S. Coast Guard Merchant Mariner card; or
- A Native American tribal document.



Colorado Community Land Trust

Your Partner in Affordable Housing

AUTHORIZATION TO OBTAIN COPY OF LOAN APPLICATION

Applicant First and Last Name

Co-Applicant First and Last Name

TO WHOM IT MAY CONCERN:

By my/our signature below I/we hereby authorize you to release to the Colorado Community Land Trust (CCLT) any information it may request, including, but not limited to, any of the information herein below such as:

1. My/our loan application;
2. Employment verification;
3. Verification of my/our assets;
4. Supporting documentation used to support my loan application;
5. Information about my approved loan including loan amount, interest rate and type of mortgage product;
6. Copy of the appraisal for the home I purchase.
7. HUD settlement statement from Title Co. at closing

Any information provided to CCLT shall be used exclusively to verify my information for acceptance into the Affordable Housing Program. All information will be kept in strict confidence.

Upon signing a contract to purchase and finding a lender, I/we will provide CCLT with the name and phone number of my/our lender. This document authorizes CCLT to request a copy of my/our loan documentation if necessary and to discuss my/our loan with my/our lender.

This authorization shall be used to obtain a HUD settlement statement at the time of closing to enable the re-sale process when buyer is ready to sell.

A fax or photocopy of this authorization is and will be deemed to be the equivalent of the original and may be used as duplicate original.

Signatures

Applicant: _____ **Co-Applicant:** _____

Date: _____ **Date:** _____
