

## Teton County Housing Authority Guideline Definitions

**Application:** A packet that households who are selected in an affordable housing lottery submit for Housing Authority staff to verify that the household is qualified to purchase the home. The application consists of the following:

- ✓ Residential Uniform Loan Application
- ✓ Signed Certification
- ✓ Signed Authorization to Release Information
- ✓ Completed Lender's Qualification Worksheet (completed by lender)
- ✓ Full three tier Credit Report (Can be obtained from lender)
- ✓ Previous two years of tax returns with W-2s
- ✓ Employment Affidavit for each job currently held by wage earners in the household
- ✓ If self employed, previous three years of tax returns with an income statement and a balance sheet.

**Accessible Unit:** A unit that has been built or adapted with specific design features that make the unit accessible to those with mobility and hearing handicaps.

**Asset:** see *Household Net Asset*.

**Assigned Number:** An arbitrary number that Housing Authority staff gives to a household when producing an affordable housing lottery.

**Authorization to Release Information Form:** This form, which an affordable housing applicant signs, allows Housing Authority staff to verify information supplied by applicants from banks, employers, etc.

**Balance Sheet:** A statement of the total assets and liabilities of a business.

**Bid Period:** The time period that the Housing Authority accepts bids for an available housing unit. The bid period only takes place if no lottery entry sheets are submitted for an available housing unit.

**Borrowed Light:** An indirect source of natural light. For example, a room in a home uses borrowed light when it has a window that looks into another room, where the other room receives direct sunlight.

**Capital Improvements:** Improvements done to the home for which the homeowner can receive credit. *Reserved*

**Caregiver:** A full-time Teton County, Wyoming; Teton County, Idaho; or Lincoln County, Wyoming resident who is currently a Teton County Employee, but had been volunteering all or a portion of their time caring for their own children or an ailing or disabled immediate family

member for a period of time during the last four years and was therefore unable to gain full time employment in Teton County. A caregiver also must have been related to a full time Teton County, Wyoming employee for at least two out of the last four years.

**Category:** *see Income Category*

**Closing Date:** The date on which ownership of property transfers from the former owner to the new owner.

**Community Loan fund:** A loan fund that is set up in a community for the purpose of providing down payment assistance or other types of loans for deed restricted housing.

**Deed Restriction:** A document recorded against a housing unit that describes the unit's housing program. It provides restrictions on the purchase, occupancy, and resale of the housing unit.

**Deed Restriction Template:** A standard form to be used as a recorded instrument on all deed restricted properties.

**Deed Restriction Information Sheet:**

**Developer:** An individual or group who builds housing.

**Disabled:** TCHA uses the definition of disabled that comes from the Disability Discrimination Act (DDA). The DDA defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

**Earnest Money:** Money that a buyer gives to a seller to bind a contract.

**Eligibility Criteria:** Criteria defined in either the deed restriction or the Teton County Housing Authority Guidelines, which are used to measure whether a household qualifies to purchase a unit.

**Emergency Service Worker:** *Reserved* From Lottery Entry Sheet: An employee or volunteer (on call 24 hours per day for human, life threatening emergencies) of a community based organization that provides immediate response health and safety services, including but not limited to the following: fire department workers, mountain rescue, sheriff's deputies, police officers, hospital emergency room technicians, social service workers (mental health and abuse case workers), ambulance drivers, and emergency medical technicians.

**Employment-Based:** A restricted dwelling unit where occupancy is limited to employees in Teton County, Wyoming. There are no income qualifications for an occupant. This type of unit may include, but is not limited to, Accessory Residential Units and Town of Jackson Employment-Based Units.

**Employment Requirement:** At least one member of a household must demonstrate an average of 30 hours per week of employment in Teton County, Wyoming; or demonstrate a clear intent to work an average of 30 hours per week in Teton County, Wyoming (must have been hired even if hasn't started the job yet.)

**Exception:** If a household is not deemed to be qualified for purchase of a particular housing unit in line with the deed restrictions and/or Teton County Housing Authority Guidelines, then Teton County Housing Authority staff may deem them qualified based on legitimate and compelling reasons.

**Fair Market Rents (FMR):** Fair market rents are the maximum chargeable gross rent, including utilities, in an area for projects participating in the Housing and Urban Development (HUD) Section 8 Program. The HUD Section 8 Program targets incomes of 80% and below of the Median Family Income (MFI). The Teton County Housing Authority applies FMR to employee rental units (or whatever the term is). The rental rate corresponds to the amount of bedrooms in a unit.

**Final Development Plan Approval:** The point in the development review process when either the Teton County Board of County Commissioners or the Town of Jackson Town Council approves a development. It is at this point that the Teton County Housing Authority considers a development proposal to have the go-ahead. (Any less cheesy suggestions for how to say that?)

**Final Inspection:** The inspection that is done on a home at least 48 business hours before closing on the sale of the home. The purpose is to determine whether the home has been properly cleaned and that proper maintenance and repairs have been completed.

**Finance Company:** A company that regularly makes loans to clients.

**Garage:** An enclosed shelter for automotive vehicles.

**Habitable Floor Area:** Habitable floor area is floor area used for living purposes, usually having access to heat, plumbing, and electricity. It includes foyers, hallways, restrooms, closets, storage, and other common areas within a building. Habitable floor area does not include mechanical rooms, elevators and fireplaces. Habitable floor area is measured either from the exterior of the faces of the building or the exterior limits of any interior wall that separates habitable floor area from nonhabitable floor area, whichever is applicable.

### Handicapped:

**Hearing Impaired:** Individuals whose hearing measures between 25 dB and total hearing loss.

**Mentally Challenged:** Individuals who have an intellectual functioning level that is well below average and that causes significant limitations in daily living skills.

**Mobility Impaired:** Individuals who have reduced function of legs and feet that leads them to be permanently dependant on a wheelchair or an artificial aid to walking.

**Hearing Impaired:** *"See Handicapped"*

**Homebuyer Education:** Class required by the Teton County Housing Authority for first-time homebuyers. The class educates new homebuyers about the entire home buying process.

**Homeowners' Association:** An organization comprising neighbors concerned with managing the common areas of a subdivision or condominium complex. These associations take on issues such as plowing, clearing sidewalks, painting exteriors of a subdivision and collecting dues from residents. The homeowners' association is also responsible for enforcing covenants, conditions & restrictions (CC&Rs) that apply to the property. They do not enforce deed restriction.

**Household Income:** The current income going forward 12 months of all adult wage earners within a household before taxes. Income from dependants who are enrolled in college or another type of school is not included in the household income calculation.

**Household Net Assets:** The value of all assets over \$500 in value including, but not limit too, bank accounts, investment accounts, life insurance, furniture, automobiles, jewelry, computer equipment, real estate, and recreational equipment; less any debt the household has.

**Housing Programs:** Programs intended to provide housing for the workforce of Teton County and administered under Teton County Housing Authority. They include ownership and rental units created through the Land Development Regulations, through the direct construction of Housing Units or the financing thereof.

**Housing Mitigation Plan:** The portion of a development plan that specifies how an applicant will satisfy the affordable housing requirements in Division 49400 of the Teton County and Town of Jackson Land Development Regulations and/or the employee housing requirements of Division 49600 of the Teton County Land Development Regulations and Division 49500 of the Town of Jackson Land Development Regulations.

**Housing Units:** Units that have a restricted rent or sale price to be affordable to households earning no more than 200 percent of Teton County Median Family Income.

**Immediate Family Member:** Individuals that include a parent, spouse or child, including step-children, foster children, step-parents and foster parents.

**Impractical:** A situation in which a developer should provide affordable or employee housing through an alternate method rather than develop on-site housing, as on-site housing would conflict with other goals of the Jackson/Teton County Comprehensive Plan and/or the requirement is smaller than the equivalent of the smallest unit.

**Income Categories:** Categories numbered from one to six that are based on the HUD Median Family Income (MFI) for Teton County and are recalculated in March of every year when new figures are reported by HUD. The category income ranges are listed below:

Category 1: 80% and below of MFI

Category 2: 81% to 100% of MFI  
Category 3: 101% to 120% of MFI  
Category 4: 121% to 140% of MFI  
Category 5: 141% to 175% of MFI  
Category 6: 176% to 200% of MFI

**Initial Inspection:** An inspection done on a home once a letter of intent to sell is received by TCHA. The purpose is to inform the seller of the selling process and to check for maintenance and repairs that may be required before the sell occurs.

**Institutional Lender:** A lender that is a legitimate financial institution that regularly loans money for real estate transactions.

**Joint Tenancy:** When two or more people own property as joint tenants and one owner dies, the other owners automatically own the deceased owner's share. No will is required.

**Leave of Absence:** Permission granted by the Teton County Housing Authority for an owner of a deed restricted unit to be absent from the unit for an extended period of time for legitimate and compelling reason, without violating the unit's deed restriction.

**Lawful Permanent Resident:** Any foreign national who has been granted the right to reside permanently in the United States. Legal Permanent Residents may apply for affordable and attainable housing but are ineligible to apply for employment-based housing, as it is available for US Citizens only.

**Letter of Intent to Sell:** A letter that a homeowner sends to the Teton County Housing Authority informing the Teton County Housing Authority that they desire to sell their home. The Teton County Housing Authority must receive this letter before the selling process can begin.

**Liabilities:** Any debt, loans, or balances that a household owes. Liabilities are subtracted from assets when calculating Household Net Assets.

**Living Space:** A room in a home used by a family for leisure activities, entertaining guests, etc. It includes space for couches, chairs, tables, and may open to the kitchen. It must include exterior windows.

**Lottery Drawing:** The event that selects who, of all the applicants for an affordable home, shall purchase the home.

**Lottery Entry Period:** The period (normally two weeks) that the Teton County Housing Authority accepts lottery entry sheets for an available housing unit.

**Lottery Entry Sheet:** Households complete a lottery entry sheet and submit it to the Teton County Housing Authority within the lottery entry period when the household is interested in purchasing an available housing unit.

**Lottery Number:** A number that a household receives from a lottery drawing that reflects the household's standing in the lottery for an affordable home.

**Lottery Preference Form:** The form used to record all households who submitted lottery entry sheets for a particular home. The households are recorded according to their preference category and listed in alphabetical order. This form is given to outside counsel who then assigns each household a number. The numbers are placed in a pool and drawn out one by one. The results of the drawing are recorded in order on the Lottery Preference Form and returned to TCHA.

**Lottery Process:** The process by which the Teton County Housing Authority determines which household, of those that have applied, may purchase an affordable home.

**Maintenance Adjustment:** The amount of money credited to the buyer at closing for maintenance, cleaning, or repairs that are found to be needed on the home at the final inspection.

**Maximum Rental Rates:** The Teton County Housing Authority uses Fair Market Rents (FMR) established by the Department of Housing and Urban Development (HUD) for Employee Rental Units.

**Maximum Resale Price:** The maximum amount that a housing unit can be sold for. This price is calculated by the Teton County Housing Authority according to the housing unit's deed restriction or Teton County Housing Authority Guidelines.

**Maximum Resale Letter:** A letter given to a seller of an Affordable or Employment Based home informing them of the maximum amount that the home may be sold for.

**Maximum Sales Price:** The maximum amount that a housing unit can be sold for initially. There is 10 percent reduction from the maximum sales price for no garage and a 20 percent reduction from the maximum sales price if the unit is below grade.

**Median Family Income (MFI):** The Department of Housing and Urban Development (HUD) calculates this figure by dividing households into two equal segments with the first half of households earning less than the median household income and the other half earning more. The Teton County Housing Authority uses MFI to determine eligibility for affordable housing categories. TCHA also uses MFI to calculate Maximum Sales Prices.

**Mentally Challenged:** *See "Handicapped"*

**Military Service:** Active deployment in the U.S. Armed Services for any amount of time. Military Service counts as employment in Teton County, Wyoming for the sake of gaining the 4-year

preference in the lottery if the person deployed met employment criteria in Teton County Wyoming for minimum of two years immediately prior to deployment.

**Mobility Handicapped:** See *"Handicapped"*

**Net Livable Floor Area:** (same as Habitable Floor Area?) This area is calculated on interior living area and is measured interior wall to interior wall, including all interior partitions including, but not limited to habitable basements and interior storage areas, closets and laundry areas. Exclusions include, but are not limited to, uninhabitable basements, mechanical areas, exterior storage, stairwells, garages (either attached or detached), patios, decks and porches.

**Occupancy Preference:** Preference given to families in a lottery for 3 and 4 bedroom homes who's household size meets at least one person per bedroom.

**Original Purchase Price (OPP):** The amount the homeowner originally paid for the home.

**Post Secondary Education:** Attendance as a full-time student at an educational establishment after high school or college preparatory school.

**Possession Date:** The date a buyer takes possession of a home. This is normally the date of closing unless for some reason funds are unable to be disbursed on that day.

**Primary Education:** Attendance at a school for primary education located in Teton County Wyoming.

**Profit and Loss Statement:** A statement showing a business's income and expenses up through the month prior to application.

**Purchase and Sales Contract:** Contract entered into by the seller and the buyer which outlines the terms and conditions under which the property will be sold.

**Qualification Letter:** Letter issued to applicant confirming that they are qualified to purchase the home. This letter is needed by the Title Company in order to allow the closing to take place.

**Qualified Households or Qualified Buyer:** Households or buyers that have applied for housing through the Teton County Housing Authority, where Housing Authority staff deem them as eligible to purchase an affordable home after verification of information, based on the unit's deed restriction and Teton County Housing Authority Guidelines.

**Qualified Owner:** An owner of an Employment Based Home that is employed full-time and earns at least 75% of income from local businesses.

**Qualified Retired Person:** A full time resident of Teton County, Wyoming who is at least 59 ½ years of age and has been employed in Teton County a minimum of two years immediately prior to reaching retirement age during their current residency in Teton County.

**Resale Process:** The process by which an owner of an affordable home sells it to a new owner.

**Secondary Education:** Attendance at a high school or college preparatory school located in Teton County, Wyoming.

**Senior:** A person of relatively advanced age, especially a person at or over the age of retirement.

**Settlement Statement:** Itemizes all costs, and/or credits due from the buyer and seller at closing.

**Tenancy-In-Common:** When two or more people own a shared interest in a property. If one owner dies, they can will their portion to other beneficiary(s) and not to the other owner(s) if they desire.

**Uniform Residential Loan Application (or Fannie Mae Form 1003):** The application required by law for mortgage lenders to use to supply home loans. The Teton County Housing Authority also requires that affordable housing applicants supply this application when applying for a home.

**Verification Checklist:** Checklist used by TCHA to verify whether a household is qualified to purchase a particular home.

**Voluntary Affordable/Employee Housing Units:** Units with a restricted rent or sale price to be affordable to households earning no more than 200 percent of Teton County Median Family Income. An applicant may propose these units in addition to those required by the Land Development Regulations.

**Workforce Housing:** Workforce housing, defined as livable, affordable, and attractive single and/or multifamily ownership and rental housing.