

HOUSING DEPARTMENT AFFORDABLE OWNERSHIP ANNUAL CHECK-IN CHECKLIST

HOMEOWNER

- ☐ **Affordable Owner Annual Check-In Form** completed and signed
- ☐ **Authorization to Release Information Form.** Signed
- ☐ **Proof of Homeowners Insurance Coverage** (a copy of your declaration page)
- ☐ **Divorce Decree.** If divorced a divorce decree/settlement statement
- ☐ **Proof of Retirement Document** (if retired)

Retirees: *If an adult in the household has reached the retirement age of 62, they will no longer need to submit verification of the employment requirement of the restriction. Proof of retirement age must be provided. Please contact the Housing Department if you have questions about required documentation for retirees*

SELF EMPLOYED

- ☐ **Profit and Loss Statement and Balance Sheet** (current year and previous year if tax returns not yet filed).
- ☐ **Log of hours worked** (current & previous year) Use Housing Department Form or one with same information.

SELF EMPLOYED with less than 2 employees

- ☐ **Client list** with addresses and invoiced amounts for current and prev. year. We do not need names. This may also be required for businesses with more than 2 employees on a case-by-case basis.

EMPLOYER

- ☐ **Affidavit for Current Employment** completed by each employer of every adult in the household (except those under age 25 attending college). Use additional form(s) if people have multiple jobs. Must be submitted directly to the Housing Department by uploading to the Employer Portal found on the Housing Department Website. This form may **NOT** be completed by Homeowner

Important Notice: *Please note that an Affidavit for Current Employment is required for each job of all working adults in the household. This information is crucial for our data collection purposes to continue to provide affordable housing opportunities to the community. Your personal information is kept anonymous and confidential.*