

HOUSING DEPARTMENT AFFORDABLE OWNERSHIP ANNUAL CHECK-IN CHECKLIST

HOMEOWNER

- ☐ **Affordable Ownership Annual Check-In:** must be completed in its entirety and signed.
- ☐ **Authorization to Release Information:** completed and signed.
- ☐ **Proof of Homeowners Insurance Coverage:** a copy of your Declarations page.
- ☐ **If Divorced:** a copy of your divorce decree/settlement statement.
- ☐ **If Retired:** proof of retirement age. example: photocopy of driver's license.

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.*

HOMEOWNERS EMPLOYER(S)

- ☐ **Affidavit for Current Employment:** Must be completed by **each** employer for **every** working adult in the household (excluding adults under age 25 who are currently enrolled in college). Use additional forms if a household member has multiple jobs.

Important:

- Employers must submit the affidavit directly to the Housing Department by uploading it to the Employer Portal on the Housing Department website. **Homeowners may not complete this form.**
- Employers must complete the official form provided with this request letter. No alternative versions will be accepted.

SELF-EMPLOYED HOMEOWNERS

- ☐ **Profit and Loss Statement and Balance Sheet:** current year-to-date and previous year if tax returns not yet filed.
- ☐ **Log of hours worked:** (current year-to-date & previous year) Use Housing Department's template on our website or your own template so long as it has the same information.

SELF EMPLOYED with less than 2 employees

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