

HOUSING DEPARTMENT AFFORDABLE/WORKFORCE HOUSING CHECKLIST

TENANT

- ☐ **Affidavit for Current Employment:** completed for one tenant's employers. Use additional form(s) if said tenant has multiple jobs. Must be returned directly to Landlord or uploaded to the Employer Portal on the Housing Department website. This form may NOT be completed by tenant. Only current 2025 form will be accepted.
- ☐ **Certification and Oath:** signed by tenant.
- ☐ **Additional documents:** may be required under the discretion of the Housing Department.

SELF EMPLOYED TENANT

- ☐ **Business Tax returns for prior year:** include schedules and supplemental documents such as 1099s/K-1.
- ☐ **Profit and Loss Statement:** current TYD and previous year if tax returns not yet filed.
- ☐ **Log of hours worked:** current YTD & previous year.
- ☐ **Local Business Application:** if not already completed. Upon discretion of Housing Department.

SELF EMPLOYED with less than 2 employees

- ☐ **Client list:** addresses and invoiced amounts for current and previous year. We do not need names.

OWNER

- ☐ **Copy of Fully Executed Lease:** A lease is required. Moving forward, upon lease renewal, qualification is required prior to signing a new lease. This will ensure tenant is qualified prior to signing and will not be forced to move out.
- ☐ **Local Business:** ensure the tenant's employer meets the definition of a Local Business (see definition below)
- ☐ **Owner Certification and Oath:** completed and signed.

LOCAL BUSINESS: Tenant's Employer must meet either A, B or C.

A

(1) a business physically located within Teton County, Wyoming, holding a business license with the Town of Jackson, Wyoming or one that can provide other verification of business status physically located in Teton County, Wyoming

(2) A minimum of seventy-five percent (75%) of the business' clients or customers are physically located in Teton County, Wyoming.

(3) The employees/owners must work in Teton County, Wyoming to perform their job.

B

A business physically located in Teton County Wyoming who employs two or more Qualified employees, which qualified employees must work in Teton County Wyoming to perform their job.

C

A private residence physically located in Teton County, Wyoming that employs a minimum of one Qualified Employee who must be physically located in Teton County, Wyoming to perform their job.