

Address: _____

Unit # _____

☐ Workforce ☐ Affordable

Income Range (if Affordable) _____



TENANT QUALIFICATION APPLICATION

Please complete all blanks. If a question does not apply, place N/A in the blank.

Part 1 - Household Information

Tenant 1

Name: _____

Mailing Address: _____

Mobile Phone #: _____

Email: _____

☐ Single ☐ Married ☐ Divorced

Name and age of children under 18: _____

Tenant 2

Name: _____

Mailing Address: _____

Mobile Phone #: _____

Email: _____

☐ Single ☐ Married ☐ Divorced

Name and age of children under 18: _____

Tenant 3

Name: _____

Mailing Address: _____

Mobile Phone #: _____

Email: _____

☐ Single ☐ Married ☐ Divorced

Name and age of children under 18: _____

Tenant 4

Name: _____

Mailing Address: _____

Mobile Phone #: _____

Email: _____

☐ Single ☐ Married ☐ Divorced

Name and age of children under 18: _____

Do you own any residential real estate? ☐ No ☐ Yes

If yes, list address: _____

Part 2 - Employment

Include **ALL** employment. Attach additional pages if needed.

Tenant 1

Employer Business Name:

Position:_____

Start Date:_____

Dates employed if seasonal:_____

Employer Business Name:

Position:_____

Start Date:_____

Dates employed if seasonal:_____

Tenant 2

Employer Business Name:

Position:_____

Start Date:_____

Dates employed if seasonal:_____

Employer Business Name:

Position:_____

Start Date:_____

Dates employed if seasonal:_____

Tenant 3

Employer Business Name:

Position:_____

Start Date:_____

Dates employed if seasonal:_____

Employer Business Name:

Position:_____

Start Date:_____

Dates employed if seasonal:_____

Tenant 4

Employer Business Name:

Position:_____

Start Date:_____

Dates employed if seasonal:_____

Employer Business Name:

Position:_____

Start Date:_____

Dates employed if seasonal:_____

Part 3 - Income

Provide your total annual income (before taxes) for the current year. Include ALL sources of income.

Tenant 1

\$ _____

Total annual Income from employment (all jobs)
(Current income x 12 months)

Other Income:

Check all applicable for current and prior year:

☐ Child Support/Alimony: \$ _____

☐ Tips: \$ _____

☐ Unemployment: \$ _____

☐ Dividends: \$ _____

☐ Side jobs: \$ _____

☐ Rental Income: \$ _____

☐ Other: _____

\$ _____

Year to Date Total Other Income

Tenant 2

\$ _____

Total annual Income from employment (all jobs)
(Current income x 12 months)

Other Income:

Check all applicable for current and prior year:

☐ Child Support/Alimony: \$ _____

☐ Tips: \$ _____

☐ Unemployment: \$ _____

☐ Dividends: \$ _____

☐ Side jobs: \$ _____

☐ Rental Income: \$ _____

☐ Other _____

\$ _____

Year to Date Total Other Income

Tenant 3

\$ _____

Total annual Income from employment (all jobs)
(Current income x 12 months)

Other Income:

Check all applicable for current and prior year:

☐ Child Support/Alimony: \$ _____

☐ Tips: \$ _____

☐ Unemployment: \$ _____

☐ Dividends: \$ _____

☐ Side jobs: \$ _____

☐ Rental Income: \$ _____

☐ Other: _____

\$ _____

Year to Date Total Other Income

Tenant 4

\$ _____

Total annual Income from employment (all jobs)
(Current income x 12 months)

Other Income:

Check all applicable for current and prior year:

☐ Child Support/Alimony: \$ _____

☐ Tips: \$ _____

☐ Unemployment: \$ _____

☐ Dividends: \$ _____

☐ Side jobs: \$ _____

☐ Rental Income: \$ _____

☐ Other _____

\$ _____

Year to Date Total Other Income

Part 4 - Certification and Oath

I/we, the undersigned applicants, hereby affirm and state under oath that the information I/we have provided as required by the Jackson/Teton County Affordable Housing Department is complete, true, and correct and that my/our Household meets the qualification requirements outlined in the Special Restrictions for Workforce or Affordable Rental Housing burdening my rental unit and the Jackson/Teton County Housing Department Rules and Regulations (“Rules and Regulations”), including but not limited to the following:

For Workforce Units:

- A minimum of seventy-five percent (75%) of my Household’s combined gross annual income is earned from a Local Business.

For Affordable Units:

- My household’s total income does not currently exceed the income limit applicable to my unit as listed in the Deed Restriction and will not exceed that limit for the duration of my lease term. (Income Range Chart: <https://www.tetoncountywy.gov/1456/Income-Asset-Limit-Chart>)

For Workforce and Affordable Units:

- At least one person in my Household works a minimum of 1,560 hours per year or an average of 30 hours per week for a Local Business.
- My Household will physically occupy the restricted unit as my/our primary residence for a minimum of 80% of the term of the lease.
- No member of my/our Household owns any interest in any residential real estate within one hundred and seventy-five (75) driving miles of The Town of Jackson, Wyoming.

All of the above as set forth and as defined in the Special Restriction and the Rules and Regulations.

Local Business is defined below. A business must meet either A, B or C to qualify as a Local Business:

- A. A Local Business means (1) a business physically located within Teton County, Wyoming, that can provide verification of business status physically located in Teton County, Wyoming, and (2) A minimum of seventy-five percent (75%) of the business’ clients or customers are physically located in Teton County, Wyoming, and (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. 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.

I/we understand that **providing false information or falsifying this application in any form** may result in **disqualification** from applying for any Housing Department program-restricted housing unit for a period of **five (5) years** as outlined in the Jackson/Teton County Housing Department Rules and Regulations.

Signature of **Tenant 1**

Date

Signature of **Tenant 2**

Date

Signature of **Tenant 3**

Date

Signature of **Tenant 4**

Date