

## HOUSING DEPARTMENT AFFORDABLE/WORKFORCE RENTAL CHECKLIST

### TENANT

- Tenant Qualification Application** completed by tenant(s). Must be thoroughly completed and signed.
- Affidavit for Current Employment** completed by each of tenant's employers. Use additional forms if tenant has multiple jobs. Must be returned directly to Landlord or Housing Department. This form may NOT be completed by tenant. *Paystubs may be required to verify hours worked.*
- Tax Return (Form 1040 + all schedules)** for most recent year. Tax returns are required, or the tenant does not qualify – contact Housing Dept. if there are extenuating circumstances.
- Tax Return Supplemental Information** (W-2s, 1099s or any other relevant attachments).
- Copy of Photo ID** must be valid and current.
- If Divorced** a divorce decree/settlement statement.

**Bank Statements** are not required but may be requested for qualification at the discretion of the Housing Department.

### SELF-EMPLOYED TENANT

- Self-Employed Local Business Application** completed by tenant in its entirety. Must be submitted along with supporting documentation highlighted in the application.
- Profit and Loss Statement and Balance Sheet** (current YTD & previous year if tax returns are not filed yet).
- Log of hours worked** (current YTD & previous year) – template available on our website.
- Client list** with addresses and invoiced amounts for current YTD and previous year. We do not need names. This may also be required for businesses with more than 3 employees on a case-by-case basis.

### OWNER

- Responsible Party and Owner Certification and Oath** completed and signed.
- Copy of Lease** (fully executed) 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).

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

(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

**A**

- (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 who employs a minimum of one Qualified Employee who must be physically located in Teton County, Wyoming to perform their job.