

QUALIFICATION PACKET FOR OWNERSHIP & LONG-TERM RENTAL

APCHA QUALIFICATION PACKET CHECKLIST

You are applying for an employee housing unit which has specific income caps, asset caps, and other restrictions. For APCHA to determine your eligibility, you must provide the following information for anyone in your household who is 18 years or older:



What you need for a complete packet:

- ✓ \$50 processing fee payable to the City of Aspen – **Cash or Check only** (Rental Requalification \$35)
- ✓ Qualification Packet/Application – All Sections
- ✓ Employment Verification Form **completed by each employer** for each applicant
- ✓ Documentation listed below

REQUIRED SUPPORTING DOCUMENTATION (please bring copies of the following):

	Valid picture ID: Colorado driver's license; Colorado ID; or Permanent Resident Card. Valid Passport or out of state ID acceptable for Rental Applications.
	Recent paycheck stub(s) (one per person per job)
	Current profit and loss statement (if self-employed)
	Last 2 years W2s or 1099s, or for all years worked in Pitkin County since last update
	If first time Ownership Application ; additional W2s or 1099s for all years worked in Pitkin County (minimum 4 years for top priority)
	Last 2 years tax returns (federal, state and all schedules) TAX EXTENSIONS ARE NOT ACCEPTED
	Last 2 years 1120s for corporations (if applicable)
	Bank statement or printed screen shot showing current balance for all assets
	Bank statement or printed screen shot showing current balance for all liabilities (not needed if paid in full monthly)
	Appraisal or Assessor Notice of Value for property owned (if applicable)
	Divorce Decree, Separation Agreement and/or Custody Agreement (if applicable)

OTHER

Homebuyer Education Class Completed (for Ownership) www.ehomeamerica.org/dha

BE SURE YOU HAVE EVERYTHING - incomplete packets will not be accepted