



## Affordable Housing Application

The Jackson Hole Community Housing Trust develops affordable housing to support those serving the Jackson Hole community. The homes we build have been made possible through generous private donations and financial contributions from local government and donors. We offer two housing programs: affordable home ownership (1- to 3-bedroom homes) and affordable rental homes (1- and 2- bedroom).

The rental rates and purchase prices of all Housing Trust homes have been heavily subsidized to make homes affordable to our community's workforce.

### Primary Housing Trust Eligibility Criteria (for ownership and rental applicants/co-applicants):

- 1.) Age: Applicant must be at least 18 years of age.
- 2.) JHCHT Income Limit: Household income must be less than 120% of median income for Teton County, WY.

Household Size	Median Income	120% of Median Income	JHCHT Income Limit
1	\$71,540	\$85,848	\$85,848
2	\$81,760	\$98,112	\$122,640
3	\$91,980	\$110,376	\$122,640
4	\$102,200	\$122,640	\$122,640

- 4.) Assets: Household may not have assets totaling more than \$245,280.
- 5.) Employment: Applicant must work full-time (30 hours/week) year round in Teton County, Wyoming.
- 6.) Appropriate Size: Household must be appropriate to the available home size.

Unit Size	Household Size – Ownership	Household Size - Rental	Maximum Household Size
1 BR	1 person minimum		2 people
2 BR	1 person minimum	2 people minimum	4 people
3 BR	2 people minimum	3 people minimum	6 people

**Secondary Eligibility Criteria:** If you meet the primary eligibility criteria, your application will be evaluated based on how long you have lived in the Jackson Hole region, how long your application has been in our database, your employment, and your community involvement. *See back page for additional details.*

**Updating:** You may update any portion of your application at any time. We suggest you update employment, volunteer service, and household size annually.

**For questions or additional information: (307) 739-0665 or [info@housingtrustjh.org](mailto:info@housingtrustjh.org).**

#### Application Checklist:

- Application – Available online at <http://www.housingtrustjh.org/applicants/applications>
- \$25 Application Fee (cash or check)
- Pre-application letter completed by a lender – *ownership applications only*

Return completed application to:

Jackson Hole Community Housing Trust | 110 East Broadway, 2<sup>nd</sup> Floor | Jackson, WY 83001



Date: \_\_\_\_\_

**Household Information**

Include *everyone* who will be living in the home

1.)

**Applicant**

**Co-Applicant**

First Name:		
Last Name:		
Mailing Address:		
City / State / Zip:		
Phone:		
Email:		
Over 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Permanent Resident Alien?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Length of residence in the Jackson Hole Region:	_____ To _____	_____ To _____
Explain any interruptions in residency:		
Current home owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, where?		

2.) Other members of your household:

**Age**

**Relationship**

	Age	Relationship

Total Household Size:	
Number of Vehicles:	
Pets:	___ Dogs ___ Cats ___ Other: _____

3.) Desired Size and Type of Housing (refer to appropriate household size guidelines, select all that apply):

- 1-Bedroom –  Rental  Ownership
- 2-Bedroom –  Rental  Ownership
- 3-Bedroom –  Rental  Ownership

For rental applicants, are you applying as:  a household  roommates

## Employment Information

*Points are awarded for the number of years spent **working in Teton County** and for professions that directly contribute to community infrastructure and meet the critical needs of our community.*

4.)

**Applicant**

**Co-Applicant**

**Current** Employer:

Job Title:

Start Date:

Full Time  Part-Time

Description:

**Current** Employer:

Job Title:

Start Date:

Full Time  Part-Time

Description:

**Current** Employer (if applicable):

Job Title:

Start Date:

Full Time  Part-Time

Description:

**Current** Employer (if applicable):

Job Title:

Start Date:

Full Time  Part-Time

Description:

**Previous** Employer:

Job Title:

Start Date:

End Date:

Full Time  Part-Time

Description:

**Previous** Employer:

Job Title:

Start Date:

End Date:

Full Time  Part-Time

Description:

**Previous** Employer:

Job Title:

Start Date:

End Date:

Full Time  Part-Time

Description:

**Previous** Employer:

Job Title:

Start Date:

End Date:

Full Time  Part-Time

Description:

## Community Involvement (Volunteering)

Points are awarded for hours spent volunteering with Teton County, WY non-profit organizations up to the date of this application. Volunteer activities must be **unpaid, non-required** work with organizations recognized by the Community Foundation of Jackson Hole [www.cfjacksonhole.org/old-bills-fun-run/participating-nonprofits/](http://www.cfjacksonhole.org/old-bills-fun-run/participating-nonprofits/). Volunteer work may not include religious or political public outreach programs or activities though social service activities (i.e. soup kitchen volunteering) will be considered. **Volunteer activity supervisor must confirm volunteer commitment and hours.**

5.)

**Applicant**

**Co-Applicant**

Organization:  
Volunteer work description:

From: \_\_\_\_\_ To: \_\_\_\_\_

Total hours to date:  
Supervisor Name:  
Supervisor Contact:  
Supervisor Signature:

Organization:  
Volunteer work description:

From: \_\_\_\_\_ To: \_\_\_\_\_

Total hours to date:  
Supervisor Name:  
Supervisor Contact:  
Supervisor Signature:

Organization:  
Volunteer work description:

From: \_\_\_\_\_ To: \_\_\_\_\_

Total hours to date:  
Supervisor Name:  
Supervisor Contact:  
Supervisor Signature:

Organization:  
Volunteer work description:

From: \_\_\_\_\_ To: \_\_\_\_\_

Total hours to date:  
Supervisor Name:  
Supervisor Contact:  
Supervisor Signature:

Organization:  
Volunteer work description:

From: \_\_\_\_\_ To: \_\_\_\_\_

Total hours to date:  
Supervisor Name:  
Supervisor Contact:  
Supervisor Signature:

Organization:  
Volunteer work description:

From: \_\_\_\_\_ To: \_\_\_\_\_

Total hours to date:  
Supervisor Name:  
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Organization:  
Volunteer work description:

From: \_\_\_\_\_ To: \_\_\_\_\_

Total hours to date:  
Supervisor Name:  
Supervisor Contact:  
Supervisor Signature:

Organization:  
Volunteer work description:

From: \_\_\_\_\_ To: \_\_\_\_\_

Total hours to date:  
Supervisor Name:  
Supervisor Contact:  
Supervisor Signature:

## Financial Information (assets)

*Financial information must include **all** adult wage earners in the household.*

6.)

**Applicant**

**Co-Applicant**

**Assets:** Please provide best possible estimates for all accounts as well as estimated total current values of real estate and personal property.

	Applicant	Co-Applicant
<b>Cash Accounts:</b>		
Checking, savings, etc.:	\$	\$
Other: _____	\$	\$
Total Cash Accounts:	\$	\$
<b>Retirement (not counted toward asset limit):</b>		
IRA, 401(k), Keogh, etc.:	\$	\$
Other: _____	\$	\$
Total Retirement:	\$	\$
<b>Securities</b>		
Stocks, bonds, etc.:	\$	\$
Total Securities:	\$	\$
<b>Real Estate</b>		
Homes, land, etc.:	\$	\$
Total Real Estate:	\$	\$
<b>Personal Property</b>		
Vehicles:	\$	\$
Partnerships/Trusts:	\$	\$
Gifts Received:	\$	\$
Other: _____	\$	\$
Total Personal Property:	\$	\$
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>\$</b>

## Financial Information (liabilities)

*Financial information must include all adult wage earners in the household.*

**Applicant**

**Co-Applicant**

<b>Liabilities:</b> <i>Please provide best possible estimates for any outstanding debts (i.e. balance owed on a car loan.)</i>		
<b>Loans:</b>		
Credit card debt:	\$	\$
Real estate loans:	\$	\$
School loans:	\$	\$
Auto loans:	\$	\$
Other: _____	\$	\$
Total Loans:	\$	\$
<b>Legal Obligations:</b>		
Alimony, child support, etc.:	\$	\$
Medical bills:	\$	\$
Other: _____	\$	\$
Total Legal Obligations:	\$	\$
<b>Other Liabilities (list below)</b>		
	\$	\$
	\$	\$
	\$	\$
Total Other Liabilities:	\$	\$
<b>TOTAL LIABILITIES</b>	\$	\$
<b>TOTAL NET WORTH</b> (assets minus liabilities)	\$	\$
<b>Gross Income (before taxes)</b>	\$	\$
<b>Total Gross Household Income</b>	\$	

## Additional Information

7.) If anyone in your household has any special needs, such as a differently-abled or elderly person, please explain:

8.) Are there any additional circumstances, or is there any other information you think we should know about? If yes, please explain:

### Applicant/Co-Applicant Certification

I/we understand that all information provided herein is private and confidential for program use only. The applicant/household member(s) certify that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining affordable housing through the Jackson Hole Community Housing Trust, and is true and complete to the best of my/our knowledge and belief.

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*Applicant Signature*

*Date*

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*Co-Applicant Signature*

*Date*

*The Jackson Hole Community Housing Trust is an equal opportunity housing provider, and does not discriminate in the sale or rental of housing based on race, color, religion, sex, handicap, familial status, or national origin of an owner or tenant or person associated with him or her.*

App Meeting	Staff Cert	Other

## Secondary Selection Criteria Information

The Housing Trust’s mission is to sustain our community through housing. In order to accomplish our mission, the board of directors has established selection criteria that awards affordable housing opportunities to applicants that have demonstrated commitment to our community. This commitment is measured by length of time in the region, employment and how an applicant’s employment contributes to critical infrastructure, and volunteerism.

**Years in Valley:** <1 year = 0 points, 1-3 years = 1 point, 3-5 years = 2 points, 5-7 years = 3 points, 7-9 years = 4 points, 9+ years = 5 points.

**Employment:** Applicants and co-applicants are awarded points for their length of employment in Teton County, WY. Extra points are awarded for current employment in positions that contribute to essential community infrastructure and address critical needs facing our community (see table below). The highest number of points received by the applicant or co-applicant will be counted. *5 points maximum.*

Occupation Bonus:		
Level 3	Emergency and medical personnel: Fire/EMS, Police, dispatch; MDs, nurses, PAs, PTs	+1.5
	Educators: Teachers, principals, asst. principals, guidance counselors, and therapists	+1.5
Level 2	Nonprofit programmatic or leadership employees	+.75
	Public sector programmatic or leadership employees (incl. local, state, federal)	+.75
	Public infrastructure/critical service providers (plumbers, electricians, sanitation)	+.75
Level 1	All other occupations	+0

**Community Involvement (Volunteering).** Applicants and co-applicants are awarded points for the time they dedicate to a charitable purpose in Teton County, WY. Points are awarded for the total number of hours spent **up to the time of application** with the understanding that applicants may update their application at any time to get credit for additional volunteer efforts. Applicants/Co-applicants will earn maximum points for 200 hours of community service. Scores are averaged between applicants and co-applicants. *5 points maximum.*

### Other Selection Criteria:

**Years of Application on File:** <1 year = 0 points, 1-2 years = 1 point, 2-3 years = 2 points, 3+ years = 3 points.

**Existing Housing Trust Homeowner:** 5+ years as a JHCHT homeowner but no change in household size = 1 point, 2+ years as a JHCHT homeowner and a change in household size = 2 points.