

Application Instructions

You must submit a completed application with all the required documentation prior to signing a contract for purchase. To ensure your application is complete, please review the following checklist. **Please mail the application** with all required documentation or you may leave it with the Sales Staff if you prefer.

Affordable Housing Resource,
P.O. Box 270388 Louisville, CO 80027
Off: 303.339.0722
Fax: 303.496-6777

- Completed application signed and dated by all applicants (**all household members must be included on the application**).
- A non-refundable \$50.00 check or money order made out to the Colorado Community Land Trust. CASH CANNOT BE ACCEPTED
- A completed Employer Verification Form for every employed household member over 15 **OR** a letter from your employer, on letterhead, indicating your annual gross wage and date of next anticipated increase, **OR** TWO MONTHS of pay stubs.
 - SELF EMPLOYED: A current profit & loss statement estimate projecting income and expenses for the current year In *addition* to the 2 federal returns.
- Award letter(s) if receiving social security, pension, survivor or disability payment.
- Last TWO MONTHS of all checking & savings accounts and a current statement for all asset accounts. Asset accounts include stocks, bonds, money markets, IRA's, 401k's, government bonds etc. (*The interest or dividends earned from these accounts is added to your annual gross income*).
- PHOTOCOPIES of the last TWO YEARS of FEDERAL income tax returns and corresponding W2's. **OR** if you did not file or do not have copies please fax IRS form 4506T transcript request form (in this packet) to **(559) 253-4990**, or call the IRS at 1-800-829-1040).
- Affidavit of documented citizenship and a photocopy of State picture ID (affidavit must be notarized)
- * If you have been divorced since your last filed federal tax return, a copy of your executed divorce decree OR, if you are in the process of a divorce, a copy of the petition for divorce.
- * If you have children and are recently divorced, a copy of your court ordered custody arrangements, order for child support and/or alimony.
- * If receiving a financial gift from another person, the person will need to provide a letter that includes the amount of the gift and when the gift will be given.
**as it may apply*
- A pre-qualification letter from one of the CCLT Preferred Lenders.
- First time home buyer class certificate (must obtain certificate before contracting)