



INCOME VERIFICATION & ELIGIBILITY FORM

Return completed application to: Denver Business & Housing Services Attn: Affordable Housing Coordinator
201 W. Colfax Ave., Dept. 204, Denver, CO 80202. E-Mail: affordablehousing@denvergov.org
Telephone: 720-913-1634 Fax: 720-913-1554

Thank you for your interest in Denver's Affordable Housing Program. In order to become eligible to purchase an affordable unit in Denver you must submit a completed Income Verification and Eligibility Form, along with all accompanying documents listed below. Please be aware that a variety of information will be requested to assist in determining eligibility and that it may take up to ten business days to complete the eligibility review. If any information is missing or omitted, the verification will not be reviewed until all information has been submitted. If you have any questions regarding this process, please the IHO Program Administrator for assistance.

CHECKLIST OF DOCUMENTS NECESSARY TO ACCOMPANY VERIFICATION

- Name of Project & Address of Development you're interested in purchasing: _____
- Completed application signed and dated by all applicants who will be listed as owners on the deed.
- Complete copies of the last TWO YEARS of FEDERAL income tax returns and corresponding W2's, for each employed household member age 15 or older. If you do not have copies of your tax returns, contact the IRS at 1-800-829-1040.
- Copies of the last TWO MONTHS pay stubs from each employed household member age 15 years and older. IF SELF EMPLOYED, three years of Profit & Loss statements.
- Employment verification form for each employed household member age 15 or older. (<http://www.milehigh.com/housing/homeownership-opportunities/forms>)
- Affidavit of documented citizenship and copy of State picture ID. (<http://www.milehigh.com/housing/homeownership-opportunities/forms>)
- Award letter(s) if receiving social security, pension, survivor, disability payment or Temporary Assistance to Need Families (TANF)
- Last TWO MONTHS of statements for all checking, savings or other asset accounts. Asset accounts include stocks, bonds, money market accounts, individual retirement accounts and government bonds. The interest or dividends earned from these accounts will be added to your annual gross income.
- If you have been divorced since you last filed your federal income tax form, a copy of your executed divorce decree or if you are in the process of a divorce, a copy of the petition for divorce. NOTE: Your divorce must be finalized prior to closing.
- 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.
- If divorced, copy of Divorce Decree showing maintenance (alimony) and a copy of child support/custody orders if there are minor children. If you are in the process of divorce submit a copy of the petition for divorce. NOTE: Your divorce must be finalized prior to closing

There are a variety of resources available to homebuyers. The City and County of Denver partners with several non-profit organizations that offer FREE homeownership counseling classes. These classes include information on how to chose a real estate broker, how to prepare for homeownership, loan product information, what's involved in the closing process, how to care for your home, etc. If you are interested in attending such a class, please contact any of the following providers:

Brothers Redevelopment	www.brothersredevelopment.org/	(303) 202-6340
Del Norte Neighborhood	http://www.delnortenc.org/	(303) 477-4774
Colorado Housing Assistance Corp.	http://coloradohousingassistance.org/	(303) 572-9445
Colorado Housing & Finance Authority	http://www.chfainfo.com/	(303) 297-2432
NEWSED Community Development	http://www.newsed.org/	(303) 534-8342
Northeast Denver Housing Center	http://www.nedenverhousing.org/	(303) 377-3334

1. Contact Information

Applicant

First and Last Name:			
Home Address, City:		State, Zip Code:	
Home Telephone:		E-Mail:	
Employer Name:		Work Telephone:	
Employer Address, City:		State, Zip Code:	
Position Title:		Occupation:	

Co-Applicant

First and Last Name:			
Home Address, City:		State, Zip Code:	
Home Telephone:		E-Mail:	
Employer Name:		Work Telephone:	
Employer Address, City:		State, Zip Code:	
Position Title:		Occupation:	

2. Broker Information

If you are currently working with a broker, please provide the below contact information.

Company Name:		Address:	
Broker Name:		Telephone:	
E-Mail Address:			

3. Lender Information

If you already secured a home loan, please provide the below contact information.

Loan Company Name:		Address:	
Loan Officer Name:		Telephone:	
E-Mail Address:			

RELEASE: I hereby authorize the City of Denver to contact my realtor and/or lender regarding the purchase of an affordable housing unit. Conversely, I authorized my realtor and/or lender to contact the City of Denver regarding the purchase of an affordable housing unit.

(Signature)

4. Household Information

Provide information for each household member who will be living in the home INCLUDING anyone who will be on the property title or lease, regardless of whether you are married. Enter the number of members in your household.

Name (List Applicant First)	Relationship to Applicant	Age	Date of Birth (Month/Day/Year)	Days per year child resides with you	✓ If Employed
	Applicant				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Total Number of members in household					<input style="width: 50px; height: 20px;" type="text"/>

4. Housing Information

Please check or fill in the correct boxes to tell us about your current housing situation and what you are looking for

Currently:

Applicant

Do you currently own a home? Yes No Yes No Are you a first-time homebuyer? Yes No Yes No

How much money do you have for downpayment? Where are the funds coming from?

6. Optional Information

This information is requested for demographic and statistical purposes only. It is not used in determining your eligibility



Race: Black/African American White Asian AIAN* Pacific Islander Other

Ethnicity: Hispanic/Latino *American Indian and Alaska Native

How did you hear about this program (Select all that apply and list source below)?

EQUAL OPPORTUNITY: There will be no discrimination against an applicant on the basis of race, age, sex, marital status, sexual orientation, national origin, religion, handicap, or source of income. If you need special accommodations to enable you to apply for, or access to the Income Verification Process, please contact us at 720-913-1800.

7. Projected Annual Income

For each household member over 15 who is receiving any of the following sources of income, please enter the requested information under the person's name. If an income type doesn't apply, skip it. Do not enter "NA" or textual information in any of the cells in this section. [To calculate wages, click the "Click Me" button or any button with a person's name.](#)

Regular Income	Click Me						Total
Wages/ Salaries							\$0
Benefits/ Pensions							\$0
Public Assistance							\$0
Child Support or Alimony							\$0
Other Income							\$0
Other Income							\$0
Total Anticipated Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Assets

Note: The actual value of an asset is not used to determine income. Only interest or profit generated from the asset is considered as income. For each household member, enter asset information under the appropriate cells. If you own an asset that is not listed, provide the appropriate information in the "Other Assets" row at the bottom of this section.

a. Checking Account			0	0	0	0	Total
Account Balance							
(x) Interest Rate							
(=) Value of Checking Asset	\$0	\$0	\$0	\$0	\$0	\$0	\$0
b. Savings Account							
Account Balance							
(x) Interest Rate							
(=) Value of Savings Account	\$0	\$0	\$0	\$0	\$0	\$0	\$0
c. Certificates of Deposit							
Current Balance							
(-) Principal							
(=) Accrued Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
d. Profit From Real Estate							
Total Annual Receipts							
(-) Annual Mortgage Payment							
Annual Revenues							
(-) Annual Expenditures							
Net Operating Income							
f. Dividends							
Dividend Amount							
(x) Payments per Year							
(=) Total Value of Dividends	\$0	\$0	\$0	\$0	\$0	\$0	\$0
g. Other Assets							
List.....Cert of Deposit							\$0
List.....							\$0
List.....							\$0
Total Annual Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0

8. Certifications

I hereby certify that all the information provided and submitted in support of this application is true and correct as of the date set forth below my signature and that I will be disqualified if it is determined that any or all information provided is inaccurate or non-verifiable.

I hereby authorize the City and County of Denver, Housing & Neighborhood Development Services, or any other agency to which this information is provided on behalf of the City, to make any and all inquiries for the purpose of verifying the truthfulness and validity of the information provided.

I understand and agree that the City and County of Denver, Housing & Neighborhood Development Services, or any agency or authority it has designated to act on its behalf reserves the right to revise or revoke its eligibility determination based on any information received after a certification determination is made, including discovery of false information.

Signatures:

Applicant: _____
Date: _____

Co-Applicant: _____
Date: _____

A. Income Verification

FOR OFFICIAL USE ONLY. Click the arrow on the combo box to select the target income. Then click on the "Display AMI Limits" button, and the income limits will be displayed automatically.

Click Arrow to Select Target AMI:	80% ▾	<input type="button" value="Display AMI Limits"/>					
Persons in Household:	1	2	3	4	5	6	7
Maximum Allowable Income:							
Maximum Monthly House Payment:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Household Size:	0	Target Area Median Income:			Denver MSA Median Income:		\$71,650
Annual Household Income:	\$0	Percent of Target AMI:			Percent of MSA Median Income:		
Is Household Income Eligible?	NO						
Does Houshold Meet 50% Income Requirement?	NO						
Remarks:							

Verification Date: _____ Valid Until: _____

B. Certification

Date of Recordation of Covenant:		Reception No:	
This certification is made by:		Date:	
Signature:		Title:	