



CHA - CITY OF SALIDA INCLUSIONARY HOUSING PROGRAM HOMEBUYER APPLICATION PACKET

FOR SALE PROPERTY INFORMATION

- 318 East First Street, Unit D, Salida, Colorado \$408,000 (140%AMI)
1100 sq ft, 2 bed/1 bath condominium.
- [Unit Deed Restriction](#)

ELIGIBLE BUYER EVALUATION CRITERIA

- **Assets** - You cannot own any other improved residential real estate in Colorado at the time of closing; liquid assets cannot exceed three times your household-size AMI after closing on your new home.
- **Employment** - You must be employed in Chaffee County, or have a bona fide employment contract to begin such work prior to taking ownership. Eighty percent of the qualifying owner's income must come from employment sources inside Chaffee County. If self-employed, your business must be based in Chaffee County and you must work at least 30 hours per week in Chaffee County.
- **Retirees/Disabled** - If retired or disabled, you must have earned 80% of your income in Chaffee County from a business or employer for the four years preceding your retirement or, if disabled, maintained a principal place of residence in Chaffee County for a minimum of four consecutive years immediately preceding occupancy.
- **Income** - Households must earn equal to or below 159% of Chaffee County's Area Median Income (AMI) as published annually by CHFA to be eligible to purchase this home.

○ 1 person HH	159%AMI	\$114,480	Max Gross Income
○ 2 person HH	159%AMI	\$130,857	Max Gross Income
○ 3 person HH	159%AMI	\$147,234	Max Gross Income
○ 4 Person HH	159%AMI	\$163,452	Max Gross Income
○ 5 Person HH	159%AMI	\$176,649	Max Gross Income
○ 6 Person HH	159%AMI	\$189,687	Max Gross Income
○ 7 Person HH	159%AMI	\$202,725	Max Gross Income
○ 8 Person HH	159%AMI	\$215,763	Max Gross Income



REASONABLE ACCOMMODATION: Please contact CHA if you need assistance filling out this application, or would like to request a reasonable accommodation: 719-920-3497.

Additional information on this process is available at the CHA webpage
www.chaffeehousingauthority.org/homebuyers

Eligibility can take up to three weeks to process. If you have any questions, contact CHA.

**Submit a COMPLETE digital application with ALL ATTACHMENTS
in a single email to:**

Jen-ai Stokesbary, Real Estate Projects Manager
Email: jen-ai@chaffeehousingauthority.org



**HOMEBUYER ELIGIBILITY APPLICATION
COVER PAGE & CHECKLIST**

Applicant Name (first/last)	
City of Salida IHP Property Address (if applicable)	

REVIEW SUBMISSION MATERIALS CHECKLIST

Gather materials for all adult household members (18 and older). For each adult, the following documentation must be submitted with your application. Gathering all these materials can take time so begin at least one week before submitting your application.

- Copy of a driver's license or other identification documents.
- The most recent six months of checking account statements.
- Most recent monthly statement from all financial assets indicating the current balance, interest rate or annual dividend including but not limited to: savings, money market, health savings, trust funds, crypto, investment, life insurance with cash-out value, trust documents. We do not need retirement account (IRA, 401k) statements.
- Most recent two years of federal tax returns.
- Most recent two years of W-2 and/or 1099 forms and, if self-employed, a Schedule C.
- Most recent two months of pay check stubs from each current employer OR an offer of employment.
- For self-employed individuals, current business license (if required), last 2 years profit and loss statements, and other documents as required to determine that employment is within the corporate limits of Chaffee County (see CHA website Homebuyers page).
- Homeownership Eligibility Application Part 1
 - This Cover Page and Checklist attached to the top of your application package with all documents organized in the order in which they are listed in this checklist.
 - Signed Affirmations
 - Signed Certification and Consent A
 - Signed Certification and Consent B



- If willing, Optional Information
- Signed and dated CHA Homebuyer Eligibility Application Form Part 2 and any extra response pages
- Optional - Copy of a letter from a lender, demonstrating that the applicant has been pre-qualified for a specific loan amount and is financially able to purchase the unit. Applicants are encouraged to investigate sources of financing prior to submitting an application. Names of institutional lenders can be obtained from the Chaffee Housing Authority.

Incomplete applications will not be considered complete and will not be added to the wait list.

CHA retains the right to request additional documentation, as necessary, to demonstrate eligibility.

If you do not have required documentation or need assistance in understanding requirements, please contact Laura Thompson Laura@chaffeehousingauthority.org, 719-920-3497 for assistance.

COMPLETE THE HOMEBUYER ELIGIBILITY APPLICATION FORM PART 2

CHA uses a fillable eligibility form from CHFA for our Homebuyer Eligibility Application. A link is provided below. Fill out the application completely and do not leave any blanks. If something is not applicable to you, enter N/A. If you need more room to respond, you may add a document page to your application file. Please number the responses in the extra document to match the form question number.

Don't forget to sign and date at the bottom of the form!

Click to Download Chaffee Housing Authority Homebuyer Eligibility [Application](#) Form Part 2



HOME BUYER ELIGIBILITY APPLICATION AFFIRMATIONS

I, the undersigned, hereby declare, under penalty of perjury, that the information provided in this Acknowledgment is true and correct.

Applicant 1 Signature: _____ Date _____

Applicant 2 Signature: _____ Date _____

I/We have read the Deed Restriction. I/We understand and am/are willing to abide by all covenants contained in the Deed Restriction.



HOMEBUYER ELIBILITY APPLICATION CERTIFICATION AND CONSENT A

CERTIFICATION

I/We the undersigned, hereby certify that all of the information contained in this Application is true, correct, and complete.

For any "Yes" answers, please identify which applicant it is applicable to:

	YES	NO	APPLICANT NAME
Are there any outstanding judgments against you?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you party to a lawsuit?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any part of your down payment borrowed?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you intend to occupy the property as your primary residence?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had an ownership interest in a property in the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had an ownership interest in a property in the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, what was it? <input type="checkbox"/> Principal residence (PR) <input type="checkbox"/> Second home (SH) <input type="checkbox"/> Investment Property (IP)			

Applicant 1 Signature: _____ Date _____

Applicant 2 Signature: _____ Date _____



HOMEBUYER ELIGIBILITY APPLICATION CERTIFICATION AND CONSENT B

CONSENT TO RELEASE INFORMATION

I/We authorize the representatives from Chaffee Housing Authority (CHA) to receive information from employers and financial institutions listed in this application. I authorize representatives from the CHA to inspect and reproduce documentation provided with this application for purposes of determining my/our eligibility to purchase or occupy deed-restricted properties within the CHA jurisdiction.

I/We authorize the representatives from CHA to conduct a full public record search with the purpose of determining my/or eligibility to purchase or occupy deed-restricted properties within the CHA jurisdiction.

I/We release all representatives from CHA from any and all liability arising from an employer's or financial institution's release of my information requested for this purpose. This authorization is limited solely to the processing of my/our application to purchase deed-restricted housing in Chaffee County.

I/We understand that completion of this application does not guarantee that my/our application will be approved.

Applicant 1 Signature: _____ Date _____

Applicant 2 Signature: _____ Date _____

EQUAL OPPORTUNITY: In accordance with the provisions of the Equal Opportunity Act there will be no discrimination against applicant for these benefits based on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation, national origin, age (18 or older), disability, or genetic information.

CONFIDENTIALITY: To process an application, the CHA may supply and receive information as detailed in the "Consent to Release Information" clause above. Information may also be released to comply with the auditing requirements of program funders or grantors. With these two exceptions and subject to applicable law, all personal and identifying information contained within an application remains fully confidential.



HOMEBUYER ELIGIBILITY APPLICATION OPTIONAL INFORMATION

Have you attended a **HUD or CHFA Approved Homebuyer Education Class**? Yes No
 While not a requirement to qualify, it is a requirement for CHFA down payment and loan programs.

How did you hear about the **Chaffee Housing Authority**? (Check all that apply)

- Website Social Media CHA Flyer/Sign Community Event
 Community Organization Local homeowner/renter
 Friends/Family Other _____

NOTE: Federal funding agencies require the collection of some demographic data to track [Fair Housing](#) performance. This information **WILL NOT** be used to determine housing eligibility, but rather to help us understand how to improve our outreach efforts.

Applicant 1 Ethnicity: ___Hispanic/Latino ___Not Hisp/Lat Race: ___Bi/Multiracial ___Black/African Amer ___Caucasian/White ___Asian ___Native Hawaiian/Pacific Islander ___Amer Indian/Alaska Native	Applicant 2 Ethnicity: ___Hispanic/Latino ___Not Hisp/Lat Race: ___Bi/Multiracial ___Black/African Amer ___Caucasian/White ___Asian ___Native Hawaiian/Pacific Islander ___Amer Indian/Alaska Native
Gender: _____ Veteran: ___Yes ___No	Gender: _____ Veteran: ___Yes ___No
Education: ___No Grad ___HS Diploma ___Assoc ___Bachelors ___Masters ___PhD	Education: ___No Grad ___HS Diploma ___Assoc ___Bachelors ___Masters ___PhD