

Anvil Townhomes Ownership Program

WAITLIST APPLICATION CHECKLIST

☐ **\$25 Non-refundable Application Fee** (using the Xpress Bill Pay link or check/cash payment to the Town of Silverton's Clerk's Department). Proof of payment will be required to upload on the online application.

☐ **Copy of unexpired legal ID** (including driver's license, identification card, or passport)

☐ **Signed Waitlist Applicant Agreement** (page 9)

☐ **Mortgage Pre-qualification Letter** (or Proof of Funds) **according to the requirements of Section 303.6 of the Silverton Affordable Housing Guidelines.**

☐ **Certificate of Completion of HUD-Certified Homebuyer Education Course** dated within the past 3 years.

☐ **Signed Authorization to Release Information** (page 11)

☐ **Most recent filed federal tax return**

☐ **6 most recent months statements from all checking accounts**

☐ **2 most recent months statements from all asset accounts** (savings, money market, retirement, investments, mutual funds, Paypal, Venmo, CashApp, virtual currency).

If you are a wage earner (or have received wages in the past 12 months):

☐ **Employment Verification Form** (page 12) completed, signed, and submitted by your employer.

☐ **Copies of all most recent W-2's and 1099's** with your Social Security number redacted.

☐ **Copies of two most recent paystubs from all current employers & previous employers from the prior 12 months with year-to-date earnings**

If you are Self-Employed:

☐ **Copy of Business License**

☐ **Profit and Loss Statement** (from the past 12 months)

☐ **Two most recent federal tax returns (personal and business including the following as applicable: 1099's. Partnership-K-1 and 1065. S-Corporation-K-1 and 1120S. Corporation – 1120 (including W-2's and most recent paystubs)**

If you are on a fixed-income, or have additional income sources (child support, rental income), the following as applicable:

☐ **Award / benefits letter**

☐ **Proof of deposits** (bank account statements, copies of checks)

If applying for Bonus Qualification Entries:

☐ **Resident of San Juan County:** Copies of leases, proof of rent payment, voter registration.

☐ **Qualified Disabled:** Accessibility Needs Assessment / Reasonable Accommodation (page 15).

Once you have all supporting documentation ready to upload, you may begin the online Application Form.

Contact achase@silverton.co.us or 970-880-0278 with questions about required documentation before beginning the online Application Form.