



TOWN OF VAIL EMPLOYEE HOUSING CHECKLIST
PREPARING FOR A TOWN OF VAIL COMMUNITY HOUSING LOTTERY
NEW AS OF AUG. 22, 2023

If you work full time in Eagle County, year-round and meet qualifications for the community deed-restricted community housing lotteries, this is a quick snapshot of the steps to take:

- Find a local lender experienced in lending for deed-restricted residences in our community. They will ask a variety of financial information to determine what you qualify for at the time and make recommendations to position yourself for homeownership
- Explore the homebuyer class options, that are approved by the Town of Vail. If you have taken an approved homebuyer class within 5 years, of the application deadline, locate your class certificate. If you don't have your certificate, you will need to take another class prior to the application deadline, even as a current homeowner.
- Gather your documents as PDF files and save to your desktop
- Read through the list of Important Links under the property information at vailgov.com/currentlistings
- Find a time to see the property at one of the scheduled open houses
- If you have questions about financing your homeownership, find a trusting lender
- If you have questions about the documents that you are using and/or application and deed restriction please email housing@vailgov.com to set up an appointment during business hours as listed on the current listings page. This is not required but recommended prior to submitting your application but it needs to be pre-scheduled. The team is not able to accommodate walk-ins but ready to schedule appointments.
- NOTE: If you have applied for a Town of Vail lottery in the past, please thoroughly read the Current Listings webs page for new information for this lottery

Documents to gather for upload as PDF documents

- Most recent 2 pay stubs at the time of submitting your application (if you have multiple jobs, gather 2 paystubs for each) to show your full-time work
- If your paystub shows an out of town employer, please contact the housing department well in advance of the lottery to determine next steps so no deadlines are missed
- Legible copy of Driver's License or Government Issued ID card (if you take a photo using an Iphone, DO NOT use "Live Mode" the system will not recognize it)
- Valid and current mortgage prequalification letter (including property address, list price, qualified amount and time duration that the prequal is valid).
- Current copy of Homebuyer Class certification, from the approved Town of Vail list of eligible courses
- 2021 Personal Tax Return and 2022 Personal Tax Returns (complete and signed)
- If you do not currently own any improved residential property in the Town of Vail (non deed-restricted), complete the affidavit of non-deed restricted ownership, print and get notarized for upload. Please list contact information for a third-party (family member, co-worker, boss, broker, banker, friend) contact that can confirm this validity. This is required for your initial application, if you do not own property. You will often need an appointment for a Notary Public at your own local bank, Town of Vail, Lender etc.

Additional Documents Needed If the Applicant is a Business Owner

Please gather the following Eagle County Business Compliance Documentation which you will individually upload as PDFS:

- Secretary of State in Good Standing Document
- Secretary of State Summary Page which also shows your physical address of the business location
- Sales Tax License

If your business does not run payroll to pay yourself through the business, the following will be needed:



- Proof without a doubt, that 75% (or more) of your overall income comes from working at an eligible business in Eagle County. Is there any additional income that would hinder being in compliance? This can be bank transfers, business checks to pay yourself, etc... If you have questions, we highly recommend that you meet with a Housing Coordinator well in advance of the Application deadline.
- Valid tax forms for two years for the business and that show the profit and subsequent payout that shows up on your personal tax returns
- The K1 schedule as part of your full set of tax documents as a corporation or LLP
- P&L document as part of your full set of tax documents for a sole proprietor
- If there are multiple businesses and tax forms, please summarize the income shown in the business tax forms that then transfer over to the personal taxes as earned income