



## COMPLETE APPLICATION CHECKLIST FOR RENTAL APPLICATION

- Application** Completed in entirety.
- Affidavit of Current Employment** Completed in entirety by all adult wage earners in the household, signed by your current employer/s and notarized. A 1-year minimum of full-time employment is required.
- Affidavit of Previous Employment** Completed by former employer/s. An entry into the drawing will be given for each year of verified full-time employment in Teton County up to 10 years. If you have 1 year, you will be entered 1 time, if 5 years, 5 times. Employment must be verified prior to receiving entries in the drawing.

### Acceptable verification:

1. Affidavits of employment going back 1 to 10 years for one person in the household (Housing Dept. form).
  2. W2's with final paystub for year showing hourly wage or hours for the year being verified
  3. Self-Employment – Copies of business contracts/agreements
  4. Self-Employment – Affidavits from vendors (Housing Dept. form)
  5. Self-Employment – Detailed log of hours worked
  6. Military – 2 years local employment verification prior to beginning military service
  7. Disabled or Caregiver – 1-year verification of residency prior to entry. Two forms of the following needed: lease, warranty deed, or utility bills or other statement showing physical address verifying full-time residency in Teton County WY, Teton County Idaho, or Lincoln County, and birth certificate for child, or letter from health care provider for adult.
  8. Hospitalization - 2 years local employment verification prior to hospitalization and letter from health care provider.
- Two years of complete tax returns** with W-2's. Must provide years immediately prior to current year if application is after April 15 of current year. If you are self-employed, three years of complete personal and business returns with either W-2's or 1099's attached, a year to date profit and loss
  - Log of Hours** Complete log of hours for previous 12 months. Must use Housing Department form.
  - Full Credit Report with Credit Score** A Complete report and credit score, dated within the past year from a local lender, or CreditKarma.com or AnnualCreditReport.com.
  - Account Statements** Copies of most recent statements from all checking, savings, CD's, investment accounts, etc. Can be printed from the web.
  - Birth Certificate** Must submit a copy of a birth certificate for any child under the age of 1.
  - Divorce Decree** This is only required if your divorce occurred within the past ten (10) years or if you are receiving any type of income from the settlement.
  - Proof of Gap in Employment** required if you qualify for a gap in employment. Please see Housing Department Rules and Regulations or enquire with the Housing Department to determine whether you qualify.