

Dear Applicant:

Thank you for your interest in applying for the Sheridan County Housing Land Trust (SCHLT) Homeownership Program. SCHLT's mission is to work in partnership with hardworking families in Sheridan County to provide simple, decent and affordable housing.

Enclosed is information for your review and an application.

You must provide all applicable documents as stated in the forms attached. Failure to comply with providing these documents may result in disqualification from the selection process.

Please complete the application and return in person, by mail or email to:

Sheridan County Housing Land Trust

PO Box 6196

44 Fort Rd.

Sheridan, WY 82801

SCHLT@sheridanhabitat.org

If you have questions or need assistance, please contact Jamie Rivera at 307-672-3848 ext. 4 or SCHLT@sheridanhabitat.org

Sincerely,

Sheridan County Housing Land Trust

Eligibility Requirements and Conditions

Habitat for Humanity of the Eastern Bighorns dba Sheridan County Housing Land Trust is a non-profit organization.

In order to become a SCHLT homeowner, an applicant must:

- Meet all of the eligibility requirements and conditions listed below.
- Provide all the required supporting documentation (Additional Documentation Requirements)
- Complete an application for housing land trust
- Be Prequalified by a local lender
- Meet the financial requirements(\$1500 down payment)
- Meet the Asset requirements
- Be the top ranking applicant at the time a home is for sale.

If you are interested in owning a SCHLT home and you believe that you meet the following eligibility requirements and conditions, you are encouraged to complete an application. If you need assistance completing an application, please call (307) 672-3848 ext. 4 or email SCHLT@sheridanhabitat.org. All information gathered is considered confidential and will be used only for the income/asset verification process and selection considerations & points breakdown.

If you are able to answer "Yes" to the following statements, you are invited to complete this application for the SCHLT for Humanity Homeownership program:

- I/We meet the annual income requirement.
- I/We live or work in the service area.
- I/We acknowledge that in order to qualify for a SCHLT home, I/We must be a U.S. citizen or have Legal Permanent Resident status.
- I/We understand that we must be prequalified for a home mortgage through a local lender.
- I/We understand that I/We must pay a down payment of no less than \$1500.00 towards our home.
- I/We are responsible for paying our bills and I/We have not filed for bankruptcy in the past seven years.
- I/We understand that I/We am/are applying for a homeownership program offered by Sheridan County Housing Land Trust. I/We am/are prepared to make monthly mortgage payments.

Subdivision Income Designations

The Sheridan County Housing Land Trust (SCHLT) is committed to providing a range of affordable housing opportunities that serve households across different income levels within our community. To ensure a balanced mix of affordability, the homes within Weston Village subdivision have been designated for specific Area Median Income (AMI) categories.

Home Designations by Income Level

• 7 Homes are reserved for households earning between 80% and 120% of the Area Median Income (AMI).

These homes are intended for moderate-income households who may not qualify for traditional affordable housing but still face challenges accessing market-rate housing.

• 23 Homes are reserved for households earning between 60% and 80% of the Area Median Income (AMI).

These homes are intended for low- to moderate-income households who meet the affordability criteria set by SCHLT.

All buyers must meet SCHLT eligibility requirements, including income verification and program approval, prior to purchasing a home. Income limits are based on current HUD guidelines for Sheridan County and are subject to annual updates.

For more information about the SCHLT homeownership program, eligibility criteria, or the income qualification process, please contact:

Jamie Rivera
Housing Land Trust Administrator
307-672-3848 ext 4
SCHLT@sheridanhabitat.org

SCHLT Homeownership Program HUD Income Requirements

	FY 2025 Income Limits Summary									
FY 2025 Income Limits Summary	Median Family Income	FY 2025 Income Limits Category	Persons in Family							
	\$108,000		1	2	3	4	5	6	7	8
		60 % A MI	\$45,360	\$51,840	\$58,320	\$64,800	\$70,020	\$75,180	\$80,400	\$85,560
Sheridan County, WY		80 % A MI	\$60,500	\$69,150	\$77,800	\$86,400	\$93,350	\$100,250	\$107,150	\$114,050
		100 % A MI	\$75,600	\$86,400	\$97,200	\$108,000	\$116,700	\$125,300	\$134,000	\$142,600
		120 % A MI	\$90,720	\$103,680	\$116,640	\$129,600	\$140,040	\$150,360	\$160,800	\$171,120

Application Checklist

All documents must be submitted for SCHLT to process your application

Along with a completed and signed application, please include the following information and documentation for both the Applicant and Co-Applicant:

□ Copies of your <u>last two months' pay stubs</u> for all W-2 employment
OR
□ Previous 2 years federal Tax returns for all non W-2 income (This year's and last year's). To
obtain copies, call 1- 800-829-1040 and request a free copy of past tax returns.
□ For all that apply, submit a copy of the most recent two months:
□ Bank account statements for all accounts (checking, saving, etc.).
□ Retirement account statements for all accounts (IRA's, pensions, etc.)
$\hfill\Box$ All other statements including child support statements, alimony statements, copy of
marriage license or divorce decree (if applicable).
□ Signed letter of Borrower's Certification and Authorization.

Please remember! Submit the original FULL application and photocopies of all other documentation. If you have applied previously, you must resubmit all documentation. Failure to comply with providing these documents will result in disqualification from the SCHLT Homeownership Program.

Borrower's Certification and Authorization

This borrower-signed document gives Sheridan County Housing Land Trust blanket authorization to request the information needed to document the borrower's creditworthiness. I hereby authorize Habitat for Humanity of the Eastern Bighorns dba Sheridan County Housing Land Trust (SCHLT) to verify my past and present employment earnings records, bank accounts, stock holdings, and any other asset balances that are needed to process my SCHLT housing application. It is understood that a photocopy of this form also will serve as authorization. The information the SCHLT obtains is only to be used in the processing of my application for income/asset verification.

Name	Date
Signature	
Name	Date
Signature	

Housing Land Trust Application

<u>Applicant</u>

First Name:		Last	Name:
Email:			
Home Phone	ə:Mc	obile Phone:	Work Phone:
	none 🗆 Home 🗈		
Mailing Addı	ess <u>:</u>		Date moved to address:
City:		State:	Postal Code:
Date of Birth	:	Primary Lan	guage:
Marital Statu	ıs: □ Single □ Divorced	☐ Married/Domestic☐ Widowed	Partnership
Gender:	□ Male	□ Female	□ Other
Race:	□ American India□ Black or Africar□ White	n or Alaska Native n American	□ Asian □ Native Hawaiian or Pacific Islander
	□ American India	n American AND White	
Ethnicity:	□ Hispanic	□ Not Hispanic	□ Choose Not to Respond
•	Corps, Navy, Air Force, S	tly serving, in the United Space Force, Coast Guard, Re	
□ Cu (mm/ □ Cu □ Or	/dd/yyyy) ırrently retired, disch	narged, or separated from	expiration date of service/tour// service nember of the Reserve or National Guard

Educational Attainment
□ Less than HS Diploma
□ High school diploma or equivalent
□ Some post-secondary education
□ Certification from a vocational or technical training program
□ Associate's Degree
□ Bachelor's Degree
□ Master's or other graduate degree
Employment Status
□ Self-employed
□ Work full-time for employer
□ Work part-time for employer
□ Homemaker
□ Full-time student
□ Permanently unable to work
□ Unemployed and seeking work
How long have you been employed in Sheridan County?
How long have you lived in Sheridan County?

Co-Applicant

		Last Name:			
:Mc	bbile Phone:	Work Ph	one:		
one □ Home □	□ Mobile □ Work				
ess <u>:</u>		Date moved to a	address:		
	State:	Postal Code:			
	Primary Lan	Primary Language:			
s: □ Single □ Divorced	☐ Married/Domestic☐ Widowed	Partnership	□ Separated		
□ Male	□ Female	□ Other			
□ Black or Africar□ White□ American India□ Black or Africar	n American n AND White n American AND White	□ Native Hawaii□ Asian AND W	an AND Black		
□ Hispanic	□ Not Hispanic	□ Choose Not to	o Respond		
orps, Navy, Air Force, So all that apply: rently serving on add/yyyy) rently retired, disch	Space Force, Coast Guard, Rective duty with projected earged, or separated from	serve or National Guar expiration date of s	rd) service/tour//		
	me	State: State: Primary Lang Single Married/Domestice Divorced Widowed Male Female American Indian or Alaska Native Black or African American White American Indian AND White Black or African American AND White Other multiple race Hispanic Not Hispanic And Air Force, Space Force, Coast Guard, Resort, Navy, Air Force, Space Force, Coast Guard, Resor	Mobile Phone:		

Additional Household Member #1

First Name:		Last	Name:
Date of Birth	:		
Gender:	□ Male	□ Female	□ Other
Race:	□ Black or Africa□ White □ Ame	rican Indian AND White an American AND White	
Ethnicity:	□ Hispanic	□ Not Hispanic	□ Choose Not to Respond
□ Yes □ No	, in the second second	he Applicant and/or Co-Apuse more than 50% of the	
	lousehold Memb	er #2	
First Name <u>:</u>		Last	Name:
Date of Birth	:		
Gender:	□ Male	□ Female	□ Other
Race:	□ Black or Africa□ White □ Ame	rican Indian AND White an American AND White	 □ Asian □ Native Hawaiian or Pacific Islander □ Asian AND White □ American Indian AND Black □ Chose Not to Respond
Ethnicity:	□ Hispanic	□ Not Hispanic	□ Choose Not to Respond
Is this person ☐ Yes ☐ No	n a dependent of tl	he Applicant and/or Co-Aբ	oplicant?
Does this pe ☐ Yes ☐ No	rson live in the ho	use more than 50% of the	time?

Additional Household Member #3

First Name <u>:</u>		Last	Name:
Date of Birth	1:		
Gender:	□ Male	□ Female	□ Other
Race:	□ Black or Afric □ White □ Ame	rican Indian AND White an American AND White	
Ethnicity:	□ Hispanic	□ Not Hispanic	□ Choose Not to Respond
□ Yes □ No		he Applicant and/or Co-Apuse more than 50% of the	
	Household Memb	er #4	
First Name <u>:</u>		Last	Name:
Date of Birth	1:		
Gender:	□ Male	□ Female	□ Other
Race:	□ Black or Afric □ White □ Ame	rican Indian AND White an American AND White	 □ Asian □ Native Hawaiian or Pacific Islander □ Asian AND White □ American Indian AND Black □ Chose Not to Respond
Ethnicity:	□ Hispanic	□ Not Hispanic	□ Choose Not to Respond
Is this perso □ Yes □ No	n a dependent of t	he Applicant and/or Co-Aբ	oplicant?
Does this pe □ Yes □ No	erson live in the ho	use more than 50% of the	time?

Additional Household Member #5

First Name:		Last	Name:
Date of Birth:			
Gender:	□ Male	□ Female	□ Other
Race:	□ Black or Afri □ White □ Am	erican Indian AND White can American AND White	 □ Asian □ Native Hawaiian or Pacific Islander □ Asian AND White □ American Indian AND Black □ Chose Not to Respond
Ethnicity:	□ Hispanic	□ Not Hispanic	□ Choose Not to Respond
Is this person ☐ Yes ☐ No	a dependent of	the Applicant and/or Co-Ap	oplicant?
Does this per	rson live in the h	ouse more than 50% of the	time?

Financial History How many times have you been late with your bill payments in the last year? Never Once 2-3 times 4 or more times How much do you typically pay on your monthly credit card bill? No credit cards The full balance Less than the full balance, more than the minimum required The minimum required tess than the minimum required fyou've been involved in the foreclosure process, what was the date of your first notice of foreclosure? / / Does not apply

If you've declared bankruptcy in the past 7 years, what was the date of your bankruptcy discharge?

□ / /□ Does not apply

Assets:

Please list the current value of all household Assets.

Checking accounts, Savings accounts, Retirement accounts, Investments, CDs (Certificate of Deposit), Others

Type of Asset & Name of Institution	Address	City, State	ZIP	Current balance/value/ vested amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$

Debts:

Please list all household Debts.

Credit cards, Education Ioans, Auto Ioans, Lines of Credit, Mortgages, Others

Account/Institution	Monthly Payment	Unpaid Balance	Months Left to Pay
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

Employment / Income Source Information

Include each income source any household member receives. Sources of income include earned income from employment as well as benefits, social security and child support.

ncome Source #1		
<i>N</i> age Earner □ Applicant	□ Co-Applicant	□ Other Household Member
Gross Annual Income:\$		
ncome Type		
□ Full-time Employment	□ Investment income	□ Part-time Employment □ Pension
□ Self-Employment	□ Social Security	□ Spousal Support □ SSI / SSDI
□ Child Support	□ Other	
Date of Hire:	Occupation	Description:
		rification of Employment to:
Name:	Ema	ail:
ncome Source #2		
<i>N</i> age Earner □ Applicant	□ Co-Applicant	□ Other Household Member
Gross Annual Income:\$		
ncome Type		
□ Full-time Employment	□ Investment income	□ Part-time Employment □ Pension
□ Self-Employment	□ Social Security	□ Spousal Support □ SSI / SSDI
□ Child Support	□ Other	
Date of Hire:	Occupation	Description:
Contact Information for w	vho we should send the Ve	rification of Employment to:
Name:	Ema	ail:
ncome Source #3		
<i>N</i> age Earner □ Applicant	□ Co-Applicant	□ Other Household Member
Gross Annual Income:\$		
ncome Type		
□ Full-time Employment	□ Investment income	□ Part-time Employment □ Pension
□ Self-Employment	□ Social Security	□ Spousal Support □ SSI / SSDI
□ Child Support	□ Other	

Date of Hire:	Occupation	Description:			
*Contact Information for v	vho we should send the Ve	erification of Employment to:			
Name:	Email:				
Income Source #4					
Wage Earner □ Applicant	□ Co-Applicant	□ Other Household Member			
Gross Annual Income:\$					
Income Type					
□ Full-time Employment	□ Investment income	□ Part-time Employment □ Pension			
□ Self-Employment	□ Social Security	□ Spousal Support □ SSI / SSDI			
□ Child Support	□ Other				
Date of Hire:	Occupation	Description:			
*Contact Information for v	vho we should send the Ve	erification of Employment to:			
Name:	Email:				
Income Source #5					
Wage Earner Applicant	□ Co-Applicant	□ Other Household Member			
Gross Annual Income:\$					
Income Type					
□ Full-time Employment	□ Investment income	□ Part-time Employment □ Pension			
□ Self-Employment	□ Social Security	□ Spousal Support □ SSI / SSDI			
□ Child Support	□ Other				
Date of Hire:	Occupation	Description:			
*Contact Information for who we should send the Verification of Employment to:					
Name:	Em	ail:			
INAIIIC	<u> </u>	ail			

Current Living Situation	
What best describes your current living situation?	
□ Rent □ Own □ Live with Parents / Relatives / Friends	□ Lease Purchase
□ Work Housing □ Other	
How many bedrooms are in your current home?	
□ Studio □ 1 □ 2 □ 3 □ 4 □ 5 □ 6	
Current Monthly Rent:\$	
Monthly Utilities (gas, water, electricity, etc):\$	
Please describe any special needs or accommodations required by your house For example, "one-level only" or "at least one ADA-accessible bathroom requi	
Homeownership Goals	
Will you be a first-time homebuyer? □ Yes □ No	
What is your primary reason for wanting to purchase a home?	
□ Desire to own a home of my own	
□ Desire for larger home	
□ Change in family situation	
□ Affordability of homes	
□ Desire for a home in a better area	
□ Desire to be closer to job/school/transit	
□ Financial security	
□ Provides stability for children	
☐ High rental costs in relation to income	

□ Other

vvnich of the following	gare partiers to buying a r	iome?		
□ Residency	□ Insufficient income	□ Over income	□ Too many assets	
□ Poor credit history	$\hfill\Box$ Insufficient savings for	down payment	□ Debt	
□ Lack of references	□ Pending divorce	□ Pets	□ Own existing home	
□ None				
In how many months □ Less than 1 month	do you expect to be financ	cially ready to purchase	e a home?	
□ 2-4 months				
□ 5-7 months				
□ 7-9 months				
□ 10 or more months				
How much do you cu	rrently have saved specific	cally for buying a home	(down payment, closing costs, et	c)
\$				
What is most importa Choose your top 3.	nt to you about the neighb	orhood in which you pu	urchase a home?	
□ Schools □ Safe	ty/crime□ Proximity to wo	rk/school □ Proximity	y to amenities	
□ Proximity to family/	friends 🗆 Strong h	nousing market 🗆 🗆 F	Part of the shared equity program	
How many bedrooms	would you like in your nev	v home?		
□ Studio □ 1	п2 п3 п4 п5	5		

AUTHORIZATION, AGREEMENT AND RELEASE

I understand that by filing this application, I am authorizing SCHLT to evaluate my Income and Assets for the SCHLT homeownership program.

I understand that the evaluation will include income/employment verification, and asset verification. I have answered all the questions on this application truthfully and accurately, and if any of the information provided changes after I submit this application, I will supplement this application, as applicable. I understand that if I have not answered the questions truthfully, accurately or completely, or fail to supplement this application as necessary to maintain its accuracy and completeness, my application may be denied, and that even if I have already been selected to receive a SCHLT home, I may be disqualified from the program and forfeit any rights or claims to a SCHLT home. The original or a copy of this application will be retained by SCHLT even if the application is not approved.

I understand that upon execution of the Ground Lease, the purchase price shall be the listed price of the home. In the event the Buyer(s) elect to include closing costs or any other expenses in the loan, resulting in an increase to the contract price, the Buyer(s) shall not accrue equity on any amount exceeding the listed price.

If this application is created as (or converted into) an "electronic application," I consent to the use of "electronic records" and "electronic signatures" as the terms are defined in and governed by applicable federal and/or state electronic transaction laws. I intend to sign and have signed this application either using my: (a) electronic signature or (b) a written signature and agree that if a paper version of this application is converted into an electronic application, the application will be an electronic record, and the representation of my written signature on this application will be my binding electronic signature.

I also understand that SCHLT screens all applicants on the sex offender registry. By completing this application, I am submitting myself to such an inquiry. I further understand that by completing this application, I am submitting myself to a criminal background check.

Applicant signature	Date	
<u>X</u>		
Co-applicant signature	Date	
Χ		

EQUAL OPPORTUNITY: Habitat for Humanity of the Eastern Bighorns dba Sheridan County Housing Land Trust are committed to the Federal Fair Housing Act. In evaluating your submission, 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 access or complete this Form, please contact our office at (307)672-3848, 44 Fort St., Sheridan, WY 82801.