



Weighted Drawing Checklist

- Weighted Drawing Entry Sheet** Head of household and co-head of household must be completed. If co-head of household is not applicable, please line through it or mark NA. *One must be submitted with each entry.*
- Lender's Qualification Worksheet** Completed by a local lender within the past year showing loan amount enough to purchase the home that is for sale. If the loan amount is not enough either a new Lender's Qualification will be required or supporting documentation showing where the difference will be made up (such as a bank statement showing down payment funds or a gift letter). *Good for one year.*
- Current Credit Report** Required for head of household and co-head(s) of household. A Complete report dated within the past year from a local bank, CreditKarma.com, or AnnualCreditReport.com. *Good for one year.*
- Affidavit of Current Employment** Required for head of household and co-head(s) of household. Completed in entirety signed by your current employer/s and returned directly to Housing Department staff. *Must be updated every 6 months.*
- Self- Employment** If you're self-employed, we require tax returns and W-2s/1099s etc. from the past 3 years in addition to a YTD Profit & Loss (P&L), and Log of Hours Worked. We recommend compiling this paperwork in advance. For Log of Hours, the Housing Department Form must be used. *YTD P&L and Log of Hours must be updated monthly.*
- Affidavit of Previous Employment** Only required for one member of the household. Completed by former employer/s. An entry into the drawing will be given for each consecutive year of verified full-time employment in Teton County immediately prior to entering a drawing 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 and prior to weighted drawing deadline. *Good indefinitely.*
- Home Buyer Education Certificate** Copy of Homebuyer Education Course Certificate or on file with the Housing Department.
- Critical Service Provider Verification** Any adult in the household who is a Critical Service Provider (CSP), may be given one additional entry into the drawing with each verified CSP. Please see our website for approved CSP organizations, and positions. *Must be updated every 6 months.*
- Documentation for allowable gaps in employment** If you think you qualify for an interruption of employment allowance, please contact the Housing Department for required documentation. *Documentation does not expire.*