Application Instructions

You must submit a completed application with all the required documentation prior to signing a contract for purchase. To ensure your application is complete, please review the following checklist. Please bring the application with all required documentation to Jane Harrington at the CCLT sales office.

Colorado Community Land Trust
P.O. Box 202077 Denver, CO 80220
Off: 303.856.7357
jharrington@coloradoclt.org

❑ Completed application signed and dated by all applicants **(*all household members must be included on the application*).**

❑ A non-refundable $50.00 check or money order made out to the Colorado Community Land Trust. CASH CANNOT BE ACCEPTED

❑ An Employer Verification Form completed for every employed household member over 15 years **and** TWO MONTHS of pay stubs. You may substitute the verification with a letter from the employer, on letterhead, indicating annual gross wage and date of next anticipated increase.

- IF SELF EMPLOYED: Please include a current profit & loss estimate projecting income and expenses for the year In *addition* to the 2 COMPLETE years of federal returns.

❑ Affidavit of documented legal status and a photocopy of State picture ID (affidavit must be notarized)

❑ Award letter(s) if receiving social security, pension, survivor or disability payment.

❑ Last THREE MONTHS of all checking & savings accounts and a current statement for all asset accounts. Asset accounts include stocks, bonds, money markets, IRA's, 401k's, government bonds etc. (*The interest or dividends earned from these accounts is added to your annual gross income).*

❑ PHOTOCOPIES of the last TWO YEARS of FEDERAL income tax returns and corresponding W2's. **OR** if you did not file or do not have copies please fax IRS form 4506T transcript request or call the IRS at 1-800-829-1040.

*❑ If you have been divorced since your last filed federal tax return, a copy of your executed divorce decree OR, if you are in the process of a divorce, a copy of the petition for divorce.

*❑ If you have children and are recently divorced, a copy of your court ordered custody arrangements, order for child support and/or alimony.

*❑ If receiving a financial gift from another person, the person will need to provide a letter that includes the amount of the gift and when the gift will be given.

**as it may apply*

❑ A pre-qualification letter from one of the CCLT Preferred Lenders.

❑ First time home buyer class certificate (must obtain certificate before contracting)