



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.
- 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 with a 1-year minimum. 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 at least one person in the household (Housing Dept. form).
 2. Full year W2's with at least one paystub showing hourly wage for the year being verified
 3. Sworn Statement/Affidavit from past business owner with notarized signature. (Housing Dept. form)
 4. Self-Employment – Copies of business contracts/agreements
 5. Self-Employment – Affidavits from vendors (Housing Dept. form)
 6. Self-Employment – Detailed log of hours worked
 7. Military – 2 years local employment verification prior to beginning military service
 8. 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.
 9. College – 2 years local employment verification prior to beginning school and copy of transcripts.
 10. 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 (no electronic signatures). 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 and a year to date balance sheet.
 - 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.
 - School Transcripts** required if you worked in Teton County for at least 2 years, left to pursue higher education outside of Teton County, and then returned immediately following your education (2 years max) and you are trying to prove uninterrupted work history.