



Snow Creek Cottages Application

Qualified Buyers

Eligibility to enter in the lottery for the opportunity to buy a Snow Creek Cottage is based on the priority groups as set forth in PCMC Resolution 20-07 Adopting Affordable Housing Guidelines and Standards.

In order to enter the lottery, an applicant household must have a minimum of one adult who meets one of the five criteria below:

- Full time (30 hrs of employment –or volunteer – per week) employees of businesses located in the City limits (see map on page 17)
- A resident of the Park City School District boundaries for the prior 24 months (see map on page 18).
- An owner or owner’s representative of a business within the City limits (see map on page 17).
- A Senior Citizen.¹
- A household member is physically and/or mentally challenged.²

The target population is members of the Park City community – those who are both working in and involved in Park City community life. Added advantage will be given to eligible applicants who have income levels at or below 75% of Area Median Income (AMI) for Summit County – which is \$70,000³ and households with incomes between 75 & 120% of AMI which is \$70,001 and \$112,080. (Households with total cumulative incomes equal to or greater than \$120,000 are not eligible to apply.)

In order to purchase a Snow Creek Cottage, the winning applicant may not maintain ownership of any other land or improved property. A one-person household will be eligible to purchase a two bedroom house and two/three/four+-person households will be eligible to purchase three bedroom houses (household members must be related such as spouses or couples and their children and unrelated household members must be co-signers on the deed.)

Process for applying to participate in the Lottery

In order to participate in the lottery for the opportunity to purchase a Snow Creek Cottage, interested households must submit a complete application including all required attachments. See page five for a list of required attachments.

Deed Restrictions

- Unit must be owner-occupied;
- Appreciation is limited to a maximum of 3% per year;
- Upon resale, City has right of first refusal; and
- Property may not be rented unless approved by the City for extenuating circumstances such as military service or mission assignments.

¹ According to HUD, Senior Citizens are defined as those who are 62 years of age as of January 1, 2010 and older.

² Additional information may be required for verification.

³ Household income is a total of all income earned by members of the household aged 18 and above.

Lottery Points

Eligible applicants will receive a unique number identifier that will be placed on a ping-pong ball. Each household may only submit one application.

1. All qualified applicants who have submitted a complete application will receive one ping-pong ball.
2. An additional ping-pong ball will be awarded to qualified applicants who have five years or more tenure within the Park City community (i.e. living and/or working within the city limits for Park City)
3. An additional ping-pong ball will be awarded to qualified applicants who are first-time homebuyers.
4. Two additional ping-pong balls will be awarded to qualified applicants who have a total household income of \$70,000 or less. One additional ping-pong ball will be awarded to qualified applicants who have total household incomes of between \$70,001 and \$112,080 (Assets that are held as investments will count as imputed income which will be added to overall household income).

Pricing

The three (3) two bedroom units will sell for \$228,000

The ten (10) three bedroom units will sell for \$264,000

Lottery Process

The selection process will take place in three tiers. The first tier is for the two units set aside for Full Time Regular city employees who meet the eligibility requirements. The second tier will involve persons with disabilities or senior citizens for the two elevator assisted units, and the third tier will be for all remaining eligible applicants (including city employees, disabled persons, and senior citizens who did not win in the first or second tier). Alternates picked for one of the special lotteries will be able to participate in the public lottery, and will only remain alternates if they do not win in the public lottery

1. **City Employee Lottery:** Two units are set-aside for City employees. All complete applications received from full-time regular City employees who have completed their probationary period of employment will be eligible to participate. Two names will be drawn and three alternates.
2. **Units with residential elevators:** All complete applications received from persons with disabilities or senior citizens who choose to participate will be eligible for a special lottery for the two units that have residential elevators. Two names will be drawn and a two alternates. These units will be put in the public lottery if not allocated in the special lottery.
3. **Public Lottery:** All remaining eligible applications will be included in the public lottery. The first nine names drawn will be given the opportunity to purchase a Snow Creek Cottage. A minimum of ten (10) additional names will be placed on an alternate list in the order in which they were drawn until the mortgages are closed on all 13 Snow Creek Cottages.

Timeline

February 8 – March 5

March 8 – March 17

March 17

Applications Accepted until 5pm, March 5

Applications Review Process

Applicants Notified of Eligibility

March 23	Appeals of Eligibility must be filed by 5pm ⁴
March 26	Lottery held at 5:30pm in the City Council Chambers at 445 Marsac Avenue – must be present to win.
April 15	Sales contracts finalized
June 25	Sales Close

Frequently Asked Questions

How many people will be selected at the lottery? There will be two (2) city employee applicants selected for the units set aside for City Employees. There will be two (2) disabled/senior applicants selected for the units with residential elevators. There will be nine (9) applicants selected for the balance of units. A minimum of 13 alternates will also be selected.

What if I am a Lottery Winner but I decide not to purchase a unit? Any winning applicant can walk away from this opportunity at any time without penalty.

What is the definition of “household”? A household is a group of related persons such as parents with children or a couple or unrelated individuals who are purchasing the unit as co-mortgagees and included on the deed of trust. Roommates or unrelated individuals may only qualify as a household if they are jointly signing the deed.

Can I sell my unit at a later date? Yes. All subsequent buyers must qualify to own and occupy under the same Guidelines used for the lottery. The terms and conditions of a future sale, including the restriction for the allowed Maximum Sale Price, are described in the unit’s Deed Restriction.

If our Household income increases during the time we own our home, could we be asked to sell? Household income is considered an “Eligibility Criteria”, and this only applies at the time of initial sale of the Housing Unit.

What happens if I win and I currently own other property? You will be given a limited, but reasonable amount of time to sell your other property before closing on the Snow Creek Cottage. The time limit will depend on market conditions at the time of sale.

Can I use a monetary gift towards my down payment? This gift would be included as part of your Total Household Net Assets. You will need to determine with your lender whether a gift is allowed as part of the down payment.

Can I rent out my unit? No. Snow Creek Cottage units must be owner-occupied.

Will the utilities be subsidized? No. Utilities will not be subsidized by Park City Municipal Corporation. You will be responsible for the full price of the utilities for the unit you own. The units are highly energy efficient.

⁴ An appeal must state in detail the basis of the appeal and include sufficient detail to permit evaluation of the appeal. An appeal will be rejected if it is used to submit materials and information which was missing from the original application.

What are some expenses I should consider as part of homeownership? Estimates for property taxes, HOA fees, monthly utilities expenses, etc. will be available soon. In the meantime, a call to the County Assessors office may help you estimate your property tax – www.summitcounty.org. As any estimates become available, they will be posted at www.parkcity.org.

May I use any mortgage lender? Yes, you may use any reputable lender; however, there are a number of lenders in Park City that are familiar with deed restricted properties. To get a list go to www.housinghelp.org.

Will yards be fenced? No, fencing will not be allowed.

Will pets be allowed? Up to two domestic animals will be allowed per household.

Where can I find down payment assistance and special low-income loan programs? Mountainlands Community Housing Trust has a down payment assistance program and pre-applications for the USDA Rural Development loan program. Contact them at www.housinghelp.org or at 435-647-9719.

How do I qualify for a homebuyer tax credit? A federal tax credit of \$8,000 is available to first time homebuyers and \$6,500 to persons who buy a home, but are not first time homebuyers. A sales contract must be signed by April 30, 2010 and closing must occur by June 30, 2010 to qualify for these programs. Find out more information at www.irs.gov.



SNOW CREEK COTTAGES APPLICATION PACKET

REQUIRED DOCUMENTATION CHECKLIST

- _____ Completed application signed by all persons aged 18 and older who intend to occupy the residence.
- _____ Complete and Sign Household Income Statement Form (see pp 9-10). In addition to the form, please provide documentation such as w-2s, tax returns, 1099s, etc. to verify income for all persons aged 18 and older who intend to occupy the residence. If self-employed the three previous year's tax returns must be provided. Documentation supporting other income must also be provided i.e. divorce settlement papers, unemployment statements, etc.
- _____ Signed and notarized employee/volunteer, employer affidavits (see pp 10-11).
- _____ Completed asset certification. (see pp 12-13).
- _____ Signed Authorization Form (see p 14).
- _____ Signed Indemnification, Hold Harmless and Waiver Agreement (see pp 15-16).
- _____ Pre-approval from a qualified lender. *(For those applicants with incomes too low to get a pre-approval letter may submit verification from Mountainlands Community Housing Trust, that a USDA Rural Development loan application has been submitted on your behalf – contact Veronica Saenz at 435-647-9719 ext 13.)*
- _____ Certificate of completion from a "**HUD-certified**" homebuyer training class.
- _____ Copy of Primary Applicant's Utah Driver's License or Utah State ID Card.
- _____ Any other documentation required as stated within the body of the application.

Please return all items on this checklist in the order shown. Please use this checklist as a cover sheet for the submittal of your application. Application must be received by 5pm on Friday, March 5, 2010 at City Hall, 445 Marsac Avenue. Late or incomplete applications will not be considered. Please direct any questions to Rhoda J. Stauffer at rhoda.stauffer@parkcity.org or 435-615-5152

Thank you.

BASIC INFORMATION

Primary Applicant (s) Information:

1. Name(s): _____
2. Mailing Address: _____
3. Current street address: _____
4. Phone: (H) _____ (W) _____ (C) _____
5. email: _____
6. How long have you lived within the Park City School District boundary (see map on page 18)?
 ___ Yrs. ___ Mos. (Please provide documentation such as a rental agreement or utility bill.)
7. How long have you been employed full time within city limits of Park City (see map on page 17)?
 ___ Yrs. ___ Mos. (Please attach documentation such as the earliest paystub received.)
8. Do you, your spouse/partner or any of your dependents own other property? Yes ___
 No ___. If Yes, describe the type (free market, deed restricted; residential, vacation cabin;
 commercial; improved, unimproved; etc.) and location of each property: _____

If you are successful in the lottery, you will have to sell your other property in order to be eligible to purchase a Snow Creek Cottage.

9. Please check all that apply:
 - a. Senior? _____, please attach ID that includes date of birth
 - b. Disabled? _____, please attach a doctor's statement.
 - c. Owner or owner's rep of a business within PC limits (see map on page 17)?
 _____, please attach a copy of the business license.
 - d. First-time homebuyer? _____ (According to HUD, a first-time homebuyer is someone who has not owned a home for three years prior to the closing date of this purchase, or is a displaced homemaker.)

Household Composition

All persons who intend on occupying the residence must be listed here.

Last Name	First Name	Middle Name	Social Security #	DOB
Relationship to Primary Applicant:			Gender: <u> </u> Male <u> </u> Female	
Current Address:				
Previous Address :				
2nd Previous Address :				

Continued on the next page

Last Name	First Name	Middle Name	Social Security #	DOB
Alias:			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Current Address:				
Previous Address :				
2nd Previous Address :				

Last Name	First Name	Middle Name	Social Security #	DOB
Alias:			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Current Address:				
Previous Address :				
2nd Previous Address :				

Last Name	First Name	Middle Name	Social Security #	DOB
Alias:			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Current Address:				
Previous Address :				
2nd Previous Address :				

Under penalty of perjury, I/we certify that the information presented in this application is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in disqualification for the purchase of a home or may trigger the right of the City to purchase the home at the original sales price and designate another eligible buyer. We understand and agree to these terms.

All individuals over the age of 18 who intend to occupy the residence must sign here:

Signature **Print Name** **Date**

Signature **Print Name** **Date**

Signature **Print Name** **Date**

Signature **Print Name** **Date**

HOUSEHOLD INCOME

Please note, that households with combined incomes of \$120,000 or more are not eligible for this lottery.

For each household member 18 years of age and older (including contributing family members temporarily absent), list total anticipated income for the next twelve-month period (March of 2010 to March of 2011).

- 1) Wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services (amounts before taxes, FICA and other deductions) ; net income from operating a business or profession; net income from rental property;

<u>Household Member</u>	<u>Source</u>	<u>Monthly</u>	<u>Annual</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
	Total	\$ _____	\$ _____

- 2) Interest and dividends, pensions; social security annuities, insurance policies, retirement funds, disability or death benefits and other similar payments; unemployment and disability compensation, worker's compensation and severance pay (do not include any lump sum payments such as insurance payments, inheritances, capital gains or settlements for personal or property losses):

<u>Household Member</u>	<u>Source</u>	<u>Monthly</u>	<u>Annual</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
	Total	\$ _____	\$ _____

- 3) Assistance payments where such payments include special allocations, alimony, child support, gifts from non-household members, military pay and allowance to contributing family members, excluding "Hazardous Duty" pay:

<u>Household Member</u>	<u>Source</u>	<u>Monthly</u>	<u>Annual</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
	Total	\$ _____	\$ _____

- 4) Earned Income Tax Credit exceeding Income Tax Liability:

<u>Household Member</u>	<u>Source</u>	<u>Monthly</u>	<u>Annual</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
	Total	\$ _____	\$ _____

5) Other Income:

<u>Household Member</u>	<u>Source</u>	<u>Monthly</u>	<u>Annual</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
	Total	\$ _____	\$ _____

6) Total Household Anticipated Income for the next 12 months (March of 2010 to March of 2011):

<u>Household Member</u>	<u>Source</u>	<u>Monthly</u>	<u>Annual</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
	Total From Household	\$ _____	\$ _____

Please attach documentation to verify income. (i.e.: w-2s, 1099s, tax returns, etc.)

Applicants certify under penalties of perjury that the amounts represented herein are true and accurate statements of the anticipated income for the next 12 months of all persons 18 years of age and older who will be occupying a single family residence in the Snow Creek Cottages development. Any fraudulent representation of income is grounds for denial of purchase for a home in the above named project. If fraudulent representations are discovered post closing, the City shall have the right to purchase the home at the net sales price and designate another eligible buyer.

Primary Applicant Name

Primary Applicant Signature

Applicant Name

Applicant Signature

Applicant Name

Applicant Signature

Applicant Name

Applicant Signature

EMPLOYER/EMPLOYEE AFFIDAVIT OF EMPLOYMENT

Note: Make additional copies of pages 10-11 as needed to complete for ALL proposed occupants age 18 and older who earn income.

Employer's Affidavit

I, _____, hereby declare that _____ is presently employed as an employee or as an independent contractor for more than 30 hours per week by _____ whose principal address of business is: _____, which is located within the Park City city limits.

Employer Signature: _____ Date: _____

Employer phone #: _____

The foregoing instrument was sworn to before me this _____ day of _____, 20____, by _____.

WITNESS my hand and official seal.

My commission expires: _____.

Notary Public

Employee's Affidavit

I, _____, hereby declare that I am presently employed as an employee or as an independent contractor by _____ whose principal address of business is: _____, which is located within the Park City city limits.

Employee Signature: _____ Date: _____

Note: If self-employed, remember to enclose a copy of your business license.

The foregoing instrument was sworn to before me this _____ day of _____, 20____, by _____.

WITNESS my hand and official seal.

My commission expires: _____.

Notary Public

ASSET CERTIFICATION

Include on this form all assets owned by all household members.

Primary Applicant(s) Name(s): _____

Complete all those which apply for 1 thru 4. Please attach documentation for all assets listed.

_____ 1. My/our assets include:
Please check

Cash Value*	Interest Rate	Total	Source
\$	%	\$	Savings Account
\$	%	\$	Checking Account
\$	%	\$	Cash on Hand
\$	%	\$	Safe Deposit Box
\$	%	\$	Certificates of Deposit
\$	%	\$	Money Market Funds
\$	%	\$	Stocks
\$	%	\$	Bonds
\$	%	\$	IRA Accounts
\$	%	\$	401K Accounts
\$	%	\$	Keogh Account
\$	%	\$	Trust Funds
\$	%	\$	Equity in Real Estate
\$	%	\$	Land Contracts
\$	%	\$	Capital Investments
\$	%	\$	Lump Sum Receipts
\$	%	\$	Life Insurance Policies (excluding Term Life)
\$	%	\$	Other Retirement or Pension Funds
\$	%	\$	Personal Property held as investment**
			(list)
\$	%	\$	Other (list)

PLEASE NOTE: Certain funds (e.g., retirement, pension, and trust) may not be [fully] accessible to you. Include only those amounts which are.

*Cash value is defined as market value minus the cost of converting the asset to cash, such as broker's fees, settlement costs, outstanding mortgage, early withdrawal penalties, etc.

**Personal property held as an investment may include, but is not limited to: gem or coin collections, art, antique cars, etc. Do not include necessary personal property such as, but not necessarily limited to, household furniture, daily-use autos, clothing, assets of an active business, or special equipment for use by the disabled.

_____ 2. Within the past two (2) years, I/we have sold or given away assets
Please check (including cash, real estate, etc.) for more than \$1,000 less than their fair
market value (FMV) . Those amounts* total to: _____

(*the difference between FMV and the amount received, for each asset on which this occurred).

_____ 3. I/we have not sold or given away assets (including cash, real estate, etc.)
Please check for less than fair market value during the past two (2) years.

_____ 4. I/we have no assets at this time.
Please check

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a purchase agreement or may trigger the City's right to purchase the property at the net sales price and designate another eligible buyer.

Primary Applicant Name

Primary Applicant Signature

Applicant Name

Applicant Signature

Applicant Name

Applicant Signature

Applicant Name

Applicant Signature

AUTHORIZATION FORM

I hereby authorize Park City Municipal Corporation to make such investigation(s) into my past financial history as they deem appropriate in order to process my application for housing in the Snow Creek Cottages. I understand that such investigations typically include (but are not limited to) verification of employment, income, and assets; and criminal history.

Primary Applicant

Date

Applicant

Date

Applicant

Date

Applicant

Date

**INDEMNIFICATION, HOLD HARMLESS
AND WAIVER AGREEMENT**

This Indemnification & Hold Harmless Agreement ("Agreement") is made this day of _____, 2010, between _____ (name) of _____ (address) (hereinafter "Applicant") and Park City Municipal Corporation, a political subdivision of the State of Utah (hereinafter "PCMC"). PCMC has provided an application for deed restricted housing to Applicant for the project which is located in Park City, Utah, and more particularly described as the Snow Creek Cottages.

RECITALS

The parties recite and declare as follows:

- A. The parties acknowledge that the PCMC is an entity constructing and managing the sale of the Snow Creek Cottages, a deed restricted affordable housing project in Summit County, Utah.
- B. The parties acknowledge that Applicant is making application for deed restricted housing located in Park City, Utah.
- C. In consideration of PCMC processing Applicant's application, Applicant desires to hold harmless and indemnify PCMC under the terms of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants, conditions and promises contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

Section 1. **Hold Harmless and Indemnification.** Applicant hereby agrees to completely and unequivocally hold harmless and indemnify PCMC, its directors, officers, employees, attorneys, agents, successors and assigns from and against the following:

- a. incorrect or insufficient information supplied by Applicant in the application;
- b. information provided to PCMC by any third party in processing the application;
- c. errors in judgment made by PCMC staff in processing the application ; and
- d. any and all costs (including reasonable attorney's fees), penalties, fines, expenses, claims, judgments, and liability arising directly or indirectly from the application of Applicant.

Section 2. **Waiver of Claims.** Applicant, knowingly and voluntarily hereby unconditionally remits, releases and forever discharges PCMC, its directors, officers, employees, attorneys, agents, successors and assigns from any and all claims related to the application process associated with the Snow Creek Cottages. Applicant hereby admits that he/she understands the effect of this waiver and agrees to the same voluntarily.

Section 3. **General.**

- a. **Jurisdiction/Venue.** Any action to enforce the terms of this Agreement shall be brought in the Third Judicial District Court in and for Summit County, Utah. This Agreement shall be construed in accordance with the substantive and procedural laws, including the applicable statute of limitations, of the State of Utah.
- b. **Costs and Attorney Fees.** The prevailing party to any action brought to enforce the terms of this Agreement shall be entitled to recover against the other party the costs, expenses and attorney's fees incurred in such action.
- c. **Severance.** If a court of competent jurisdiction shall find any provision of this Agreement unenforceable under Utah law, such provision shall be stricken and the remainder of the Agreement shall remain in full force and effect.
- d. **Binding Effect.** This Agreement shall inure to the benefit of and be binding upon the parties, their heirs, successors, agents and assigns.
- e. **Entire Agreement.** This Agreement is intended by the parties to be the final expression of their agreement with respect to the subject matter hereof, and is intended as the complete and exclusive statement of the terms of the Agreement between the parties. As such, this Agreement constitutes the entire agreement between the parties, whether oral or written, with respect to the subject matter hereof, and may only be modified by subsequent writing duly executed by both parties.

Dated this _____ day of _____, 2010.

Primary Applicant Name

Primary Applicant Signature

Applicant Name

Applicant Signature

Applicant Name

Applicant Signature

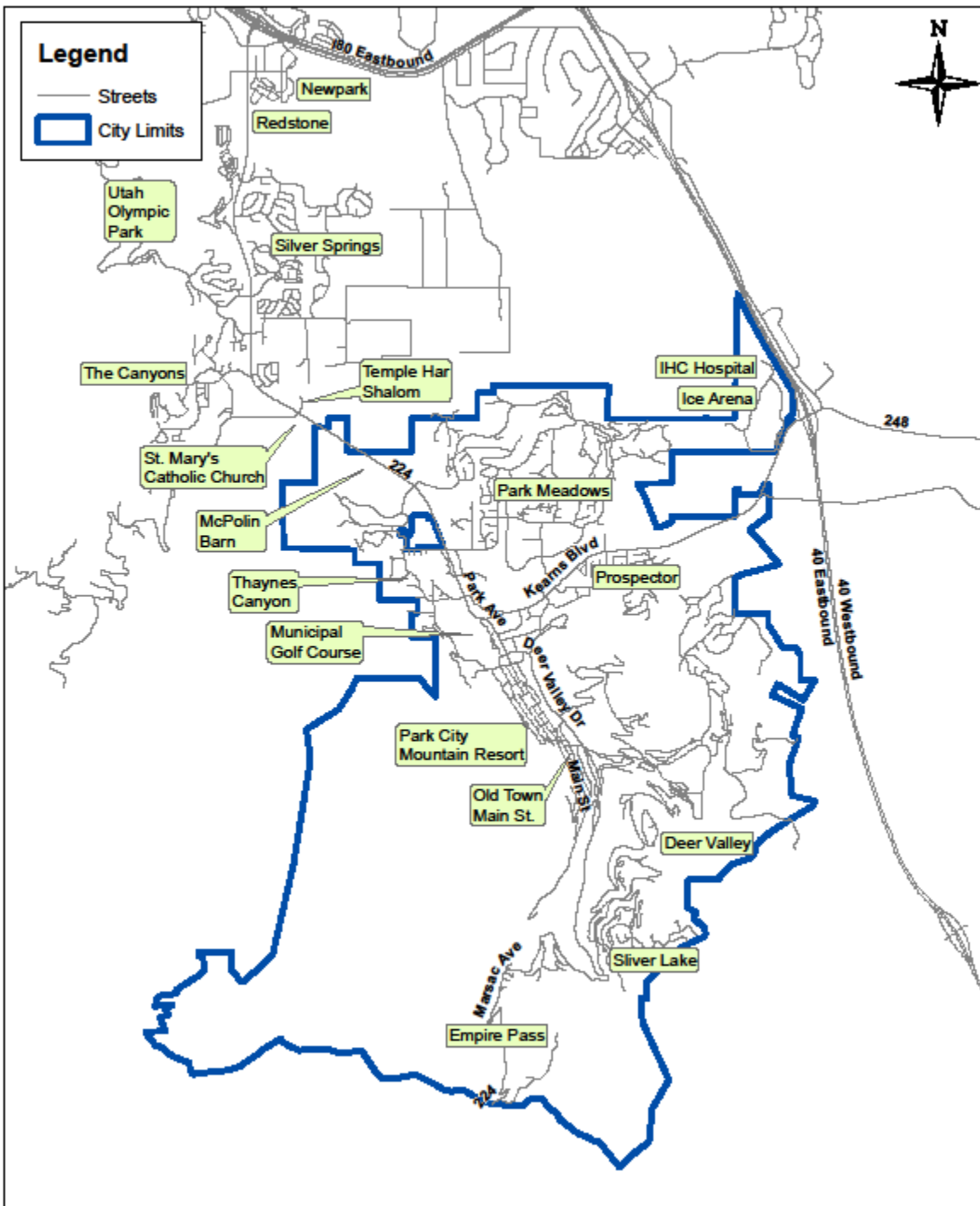
Applicant Name

Applicant Signature



Park City Limits

0 0.5 1 Miles
1 inch = 5,000 feet



Park City School District Boundaries

