



OLD VALUES - NEW HORIZONS

# COMMUNITY DEVELOPMENT

3 N Lowell Road Windham, NH 03087

(603) 432-3806 / Fax (603) 432-7362

[www.WindhamNH.gov](http://www.WindhamNH.gov)

## WORKFORCE HOUSING<sup>1</sup> FINANCIAL ELIGIBILITY APPLICATION

Map/Block/Lot \_\_\_\_\_ Location \_\_\_\_\_

Current Owner's Name: \_\_\_\_\_

Current Owner's Mailing Address \_\_\_\_\_

Current Owner Deed Book/Page # \_\_\_\_\_

Is this a purchase or lease? \_\_\_\_\_

Date of Purchase and Sale Agreement Execution : \_\_\_\_\_

Proposed Sale Price: \_\_\_\_\_

Attach a copy of the fully executed Purchase and Sale Agreement to this Application

Is this property a condominium? \_\_\_\_\_

Condominium Declaration and By-law Book/Page # \_\_\_\_\_

Date of Lease Agreement & Duration : \_\_\_\_\_

Monthly Rental Charges: \_\_\_\_\_ Avg Monthly Utility Expenses: \_\_\_\_\_

Attach a copy of the fully executed Lease Agreement to this Application

The Town may require you to file additional documentation, such as pay stubs, reasonably necessary to confirm the information set forth in this application.

The Town has 15 days in which to review this application and to (1) request additional information in writing, (2) approve the application, or (3) reject the application with the reasons as to why in writing.

If additional information is requested, the applicant will have 5 business days in which to provide it to the Town. If it is not provided, the application will be rejected for that reason. If the requested material is provided, the Town has 15 days from the date of receiving that material in which to (1) approve the application or (2) reject the application with the reasons why in writing.

-----**Staff To Fill Out**-----

Date Received \_\_\_\_\_ Name of Staff \_\_\_\_\_

Name of Development \_\_\_\_\_ Date Approved \_\_\_\_\_

Recorded Plan # \_\_\_\_\_ Document Book/Page # \_\_\_\_\_

Fees Collected \$300 Yes/No \_\_\_\_\_ Cash/Check # \_\_\_\_\_

<sup>1</sup> As defined in NH RSA 674:58(IV) and approved by the Windham Planning Board as Workforce Housing.

**Name(s) of Prospective Buyer/Tenant(s):**

Buyer/Tenant (1) \_\_\_\_\_

Buyer/Tenant (2) \_\_\_\_\_

Buyer/Tenant (3) \_\_\_\_\_

Buyer/Tenant (4) \_\_\_\_\_

**Current Street Address, Town/City, State, Zip**

Buyer/Tenant (1) \_\_\_\_\_

Buyer/Tenant (2) \_\_\_\_\_

Buyer/Tenant (3) \_\_\_\_\_

Buyer/Tenant (4) \_\_\_\_\_

**Mailing Address, if different**

Buyer/Tenant (1) \_\_\_\_\_

Buyer/Tenant (2) \_\_\_\_\_

Buyer/Tenant (3) \_\_\_\_\_

Buyer/Tenant (4) \_\_\_\_\_

**Contact Phone Number/Email Address**

Buyer/Tenant (1) \_\_\_\_\_

Buyer/Tenant (2) \_\_\_\_\_

Buyer/Tenant (3) \_\_\_\_\_

Buyer/Tenant (4) \_\_\_\_\_

**Date(s) of Birth**

Buyer/Tenant (1) \_\_\_\_\_

Buyer/Tenant (2) \_\_\_\_\_

Buyer/Tenant (3) \_\_\_\_\_

Buyer/Tenant (4) \_\_\_\_\_

**Marital Status of Buyer/Tenant(s)**

Buyer/Tenant (1) \_\_\_\_\_

Buyer/Tenant (2) \_\_\_\_\_

Buyer/Tenant (3) \_\_\_\_\_

Buyer/Tenant (4) \_\_\_\_\_

**Name of Spouse, if not Prospective Buyer/Tenant**

Buyer/Tenant (1) \_\_\_\_\_

Buyer/Tenant (2) \_\_\_\_\_

Buyer/Tenant (3) \_\_\_\_\_

Buyer/Tenant (4) \_\_\_\_\_

**Name and Ages of Children Occupants**

Child (1) \_\_\_\_\_

Child (2) \_\_\_\_\_

Child (3) \_\_\_\_\_

**Employment Information**

**Name, Address, and Phone Number of Current Employer(s)**

Buyer/Tenant (1) \_\_\_\_\_

Buyer/Tenant (2) \_\_\_\_\_

Buyer/Tenant (3) \_\_\_\_\_

Buyer/Tenant (4) \_\_\_\_\_

**Length of Current Employment:**

Buyer/Tenant (1) \_\_\_\_\_

Buyer/Tenant (2) \_\_\_\_\_

Buyer/Tenant (3) \_\_\_\_\_

Buyer/Tenant (4) \_\_\_\_\_

**Date and Place of Last Employment**

Buyer/Tenant (1) \_\_\_\_\_

Buyer/Tenant (2) \_\_\_\_\_

Buyer/Tenant (3) \_\_\_\_\_

Buyer/Tenant (4) \_\_\_\_\_

**Financial Information**

**Buyer/Tenant (1) Gross Household Income Before Taxes from Employment:**

(Wages, Salary, Commissions, Tips, Bonuses, etc.) \$ \_\_\_\_\_

**Buyer/Tenant (1) Other Gross Household Yearly Income:**

AFDC, TANF, and Food Stamps: \$ \_\_\_\_\_

Other Public Assistance: \$ \_\_\_\_\_

Children’s Income: \$ \_\_\_\_\_

Child Support: \$ \_\_\_\_\_

Unemployment and Veteran’s Benefits: \$ \_\_\_\_\_

Disability, Workers’ Compensation: \$ \_\_\_\_\_

Pension and Retirement Benefits: \$ \_\_\_\_\_

Social Security Benefits: \$ \_\_\_\_\_

Interest and Dividends \$ \_\_\_\_\_

Trust and Other Investment Income: \$ \_\_\_\_\_

Rental Income and Business Profits: \$ \_\_\_\_\_

All other sources: \$ \_\_\_\_\_

Total Yearly Household Gross Income: \$ \_\_\_\_\_

**Buyer/Tenant (1) Tax Return Information**

Year of last return filed: \_\_\_\_\_

Single or joint return \_\_\_\_\_

Total W-2s and 1099s \$ \_\_\_\_\_

**Attach a copy of most recent signed IRS tax return of prospective Buyer/Tenant (1) or if self-employed, copy of most recent signed IRS Schedule C.**

I swear (affirm) that:

- A. To the best of my knowledge and belief, I have provided accurate information and fully disclosed all gross income; and
- B. I understand that I have a duty to update the information provided in this Application with the Town if it changes during the course of the Town’s review.

**Buyer/Tenant (1) Signature** \_\_\_\_\_

Date \_\_\_\_\_ Printed Name \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

The person signing this Application appeared and signed this before me and took oath that the statements set forth in this Application together with any attachments are true or true and accurate copies of the attachments to the best of his or her knowledge and belief. This instrument was acknowledged before me on \_\_\_\_\_

\_\_\_\_\_  
Justice of the Peace/Notary Public  
My commission expires: \_\_\_\_\_

**Financial Information**

**Buyer/Tenant (2) Gross Household Income Before Taxes from Employment:**

(Wages, Salary, Commissions, Tips, Bonuses, etc.) \$ \_\_\_\_\_

**Buyer/Tenant (2) Other Gross Household Yearly Income:**

AFDC, TANF, and Food Stamps: \$ \_\_\_\_\_

Other Public Assistance: \$ \_\_\_\_\_

Children's Income: \$ \_\_\_\_\_

Child Support: \$ \_\_\_\_\_

Unemployment and Veteran's Benefits: \$ \_\_\_\_\_

Disability, Workers' Compensation: \$ \_\_\_\_\_

Pension and Retirement Benefits: \$ \_\_\_\_\_

Social Security Benefits: \$ \_\_\_\_\_

Interest and Dividends \$ \_\_\_\_\_

Trust and Other Investment Income: \$ \_\_\_\_\_

Rental Income and Business Profits: \$ \_\_\_\_\_

All other sources: \$ \_\_\_\_\_

Total Yearly Household Gross Income: \$ \_\_\_\_\_

**Buyer/Tenant (2) Tax Return Information**

Year of last return filed: \_\_\_\_\_

Single or joint return \_\_\_\_\_

Total W-2s and 1099s \$ \_\_\_\_\_

**Attach a copy of most recent signed IRS tax return of prospective Buyer/Tenant (1) or if self-employed, copy of most recent signed IRS Schedule C.**

I swear (affirm) that:

- A. To the best of my knowledge and belief, I have provided accurate information and fully disclosed all gross income; and
- B. I understand that I have a duty to update the information provided in this Application with the Town if it changes during the course of the Town's review.

**Buyer/Tenant (2) Signature** \_\_\_\_\_

Date \_\_\_\_\_ Printed Name \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

The person signing this Application appeared and signed this before me and took oath that the statements set forth in this Application together with any attachments are true or true and accurate copies of the attachments to the best of his or her knowledge and belief. This instrument was acknowledged before me on \_\_\_\_\_

\_\_\_\_\_  
Justice of the Peace/Notary Public  
My commission expires: \_\_\_\_\_

**Financial Information**

**Buyer/Tenant (3) Gross Household Income Before Taxes from Employment:**

(Wages, Salary, Commissions, Tips, Bonuses, etc.) \$ \_\_\_\_\_

**Buyer/Tenant (3) Other Gross Household Yearly Income:**

AFDC, TANF, and Food Stamps: \$ \_\_\_\_\_

Other Public Assistance: \$ \_\_\_\_\_

Children's Income: \$ \_\_\_\_\_

Child Support: \$ \_\_\_\_\_

Unemployment and Veteran's Benefits: \$ \_\_\_\_\_

Disability, Workers' Compensation: \$ \_\_\_\_\_

Pension and Retirement Benefits: \$ \_\_\_\_\_

Social Security Benefits: \$ \_\_\_\_\_

Interest and Dividends \$ \_\_\_\_\_

Trust and Other Investment Income: \$ \_\_\_\_\_

Rental Income and Business Profits: \$ \_\_\_\_\_

All other sources: \$ \_\_\_\_\_

Total Yearly Household Gross Income: \$ \_\_\_\_\_

**Buyer/Tenant (3) Tax Return Information**

Year of last return filed: \_\_\_\_\_

Single or joint return \_\_\_\_\_

Total W-2s and 1099s \$ \_\_\_\_\_

**Attach a copy of most recent signed IRS tax return of prospective Buyer/Tenant (1) or if self-employed, copy of most recent signed IRS Schedule C.**

I swear (affirm) that:

- A. To the best of my knowledge and belief, I have provided accurate information and fully disclosed all gross income; and
- B. I understand that I have a duty to update the information provided in this Application with the Town if it changes during the course of the Town's review.

**Buyer/Tenant (3) Signature** \_\_\_\_\_

Date \_\_\_\_\_ Printed Name \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

The person signing this Application appeared and signed this before me and took oath that the statements set forth in this Application together with any attachments are true or true and accurate copies of the attachments to the best of his or her knowledge and belief. This instrument was acknowledged before me on \_\_\_\_\_

\_\_\_\_\_  
Justice of the Peace/Notary Public  
My commission expires: \_\_\_\_\_

**Financial Information**

**Buyer/Tenant (4) Gross Household Income Before Taxes from Employment:**

(Wages, Salary, Commissions, Tips, Bonuses, etc.) \$ \_\_\_\_\_

**Buyer/Tenant (4) Other Gross Household Yearly Income:**

AFDC, TANF, and Food Stamps: \$ \_\_\_\_\_

Other Public Assistance: \$ \_\_\_\_\_

Children’s Income: \$ \_\_\_\_\_

Child Support: \$ \_\_\_\_\_

Unemployment and Veteran’s Benefits: \$ \_\_\_\_\_

Disability, Workers’ Compensation: \$ \_\_\_\_\_

Pension and Retirement Benefits: \$ \_\_\_\_\_

Social Security Benefits: \$ \_\_\_\_\_

Interest and Dividends \$ \_\_\_\_\_

Trust and Other Investment Income: \$ \_\_\_\_\_

Rental Income and Business Profits: \$ \_\_\_\_\_

All other sources: \$ \_\_\_\_\_

Total Yearly Household Gross Income: \$ \_\_\_\_\_

**Buyer/Tenant (4) Tax Return Information**

Year of last return filed: \_\_\_\_\_

Single or joint return \_\_\_\_\_

Total W-2s and 1099s \$ \_\_\_\_\_

**Attach a copy of most recent signed IRS tax return of prospective Buyer/Tenant (1) or if self-employed, copy of most recent signed IRS Schedule C.**

I swear (affirm) that:

- A. To the best of my knowledge and belief, I have provided accurate information and fully disclosed all gross income; and
- B. I understand that I have a duty to update the information provided in this Application with the Town if it changes during the course of the Town’s review.

**Buyer/Tenant (4) Signature** \_\_\_\_\_

Date \_\_\_\_\_ Printed Name \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

The person signing this Application appeared and signed this before me and took oath that the statements set forth in this Application together with any attachments are true or true and accurate copies of the attachments to the best of his or her knowledge and belief. This instrument was acknowledged before me on \_\_\_\_\_

\_\_\_\_\_  
Justice of the Peace/Notary Public  
My commission expires: \_\_\_\_\_