



**MONROE COUNTY PLANNING DEPARTMENT
AFFORDABLE AND/OR EMPLOYEE HOUSING APPLICATION
FOR TENANT(S), OWNER-OCCUPANT(S), DEVELOPER**

(Application for residential unit(s) which **has a certificate of occupancy**)

Important Instructions:

- Answer all questions on the application form. Do not leave any questions blank. If the question does not apply to you write “none”, “N/A” or “unknown at this time”. All yes/no questions must be checked to indicate whether your response is a “yes” or “no”.
- Incomplete applications will not be processed and will be returned to the applicant. If you make a mistake on your application, please fill out another form. Application with any information crossed out or altered will not be accepted. Only original applications are accepted. Please make sure all information is legible.
- If there is not enough space to answer a particular question or to provide any additional explanation then attach a separate sheet and label as “Attachment ____”.
- Use full legal names of applicants.
- The legal head of household and spouse/co-head (if any) including any other family members 18 years old and over must sign and date the application form.
- The information you provide on this application must be true and complete. It is a violation of law to make false statements.

Application Date: _____

Permit Application No. _____

Name(s): _____

Current Mailing Address: _____

Phone: (H) _____ (W) _____

Cell Phone: _____ Email Address: _____

Property Address of Affordable Housing Unit: _____

Unit: _____ Condominium Association/Homeowners' Association/Property

Owners' Association: _____

Lot(s): _____ Block: _____ Subdivision: _____

Key (Island): _____ Plat Book _____ Page _____

Real Estate Number(s): _____; _____; _____;

(If legal description is metes and bounds, attach a separate sheet and label as Attachment 'A')

Real Estate Number: _____

Initial(s): _____

Date: _____

Application Type: Select One Category in Either the Non-Occupancy or Occupancy

1) Application is not for occupancy of residential unit:

- A. ___ Developer will either sell or rent the residential unit(s) to future occupant(s) who will submit an application(s) as a *household* to the County to have qualification determined. Developer is confirming they are proposing to develop a total of _____ residential unit(s) to be deed restricted;
- B. ___ Under contract to purchase residential unit and plan to be a landlord;
- C. ___ Entity Ownership. Entity Ownership cannot apply as a Household;
- D. ___ Trust Ownership. Trust Ownership cannot apply as a Household.

2) Application is for occupancy of residential unit:

- A. ___ Owner-Occupant(s) [Household];
- B. ___ Tenant(s) [Household];
- C. ___ Under contract to purchase unit and plan to be Owner-Occupant(s) [Household].

Household Composition: List **all** persons who will be in your household. Head of household should be listed first. **List must include all occupants, dependents and children 17 or younger that will be living in unit.**

Occupants age 18 or older

List all person age 18 or older (head/spouse/co-head regardless of age) that will be living in the home, beginning with the head of household. Each box must be complete for each member. No one except those listed on this form may live in the unit.

	Occupant(s) Name:	Legal Relationship	Occupation/Student	Employer Name	Head of Household	Dependent (Yes or No)
1					Head of household	__ Yes __ No
2						__ Yes __ No
3						__ Yes __ No
4						__ Yes __ No
5						__ Yes __ No
6						__ Yes __ No

Occupants age 17 or younger

List all children who will be living in the home, oldest to youngest.

	Occupant(s) Name:	Legal Relationship to Head of Household	Occupation/Student	School Name	Dependent (Yes or No)
1					__ Yes __ No
2					__ Yes __ No
3					__ Yes __ No
4					__ Yes __ No
5					__ Yes __ No

Real Estate Number: _____
 Initial(s): _____
 Date: _____

- Are occupants in the Household in a domestic partnership registered with the County (Monroe County Code Section 130-161(j))? No: _____ or Yes: _____. Affidavit and supporting documentation may be required.
- **Occupants Household Adjusted Gross Income:** \$ _____
- **Marital Status of Household occupant(s):** _____ **Single;** _____ **Married;**
Other/Clarification: _____
- **Very Low Income** _____ **Low Income** _____ **Median Income** _____ **Moderate Income** _____
- **Contract/Purchase Price of Property:** \$ _____ **or Lease Amount:** \$ _____ monthly
- **Number of Bedrooms:** _____

Submit the following information:

- 1) Copy of the current tax year and previous tax year IRS Form 1040 showing adjusted gross income for each household member. Copies must be requested directly from IRS (minimum 6 – 12 weeks). IRS forms must be sent directly from IRS to the Monroe County Planning Department unless prepared by a Certified Public Account (CPA) and signed by all parties. Attach copy of all W-2 forms. If an applicant is self-employed then all schedules must accompany the IRS return. Additional information may be requested.
- 2) Copy of driver's license or other officially-issued proof of identification
- 3) Pay stubs: provide copies of the current three months of pay stubs. If self-employed will be required to provide a current quarterly income statement from accountant.
- 4) Letters of Employment (includes address location where employee reports for work, phone number, supervisor name) including date of employment and salary information: annual, monthly, or hourly rate including hours per week. Additionally, include the NAME/ENTITY on the payroll checks issued to employee.
- 5) Copy of the executed lease (if tenant) or copy of executed contract for purchase of subject property.
- 6) Copy of current Property Record Card.
- 7) Letter from agency obtaining financing. Financing: _____ Public or _____ Private. If you do not require financing then provide an Affidavit stating that financing is not required for the purchase of described property.
- 8) If in a Domestic Partnership then submit documentation showing registered with the County.
- 9) Copy of floor plan showing the habitable square footage of the dwelling unit. State the square footage of the residence on the floor plan. The floor plan is to be drawn to scale and each room labeled (i.e.: bedroom, bathroom, kitchen, et cetera).
- 10) Attach copy of the affordable and/or employee housing deed restriction which is recorded in the Monroe County Public Records for above specified Building Permit Application. .
- 11) If the property is subject to a lease with Monroe County, then the applicant will need to submit a complete copy of the lease or submit an Affidavit signed by all required parties indicating they are familiar with all lease requirements and amendments to said lease.
- 12) If the property ownership is a corporation/entity, then a copy of the corporation/entity documents showing who is/are authorized to submit an application on its behalf; and place the proposed deed restriction on the property.
- 13) Other documents may be requested to clarify questions in review.

Real Estate Number: _____

Initial(s): _____

Date: _____

Special Note: Monroe County Code Section 130-161(a)(6)e, "The parcel of land proposed for development of affordable or employee housing shall only be located with a tier III designated area or, within a tier III-A (special protection area) designated area that does not proposed the clearing of any portion of an upland native habitat patch of one acre or greater in area."

Monroe County Code Section 138-24(c)(4), "No affordable housing allocation shall be awarded to applicants located within a tier I designated area, within a V-zone on the county's flood insurance rating map, within a tier II designated area on Big Pine Key and No Name Key, or within a tier III-A (special protection area) if clearing is proposed for any portion of an upland native habitat patch of a one acre or greater in area."

I certify that I am familiar with the information contained in this application, and such information is true, complete and accurate. I/We understand that the residential unit is for permanent housing and is not a vacation home rental. Tourist housing use or vacation rental use of affordable housing units is prohibited.

1) _____ (Date) _____
(Signature of Applicant)

(Print Name of Applicant above)

2) _____ (Date) _____
(Signature of Applicant)

(Print Name of Applicant above)

3) _____ (Date) _____
(Signature of Applicant)

(Print Name of Applicant above)

4) _____ (Date) _____
(Signature of Applicant)

(Print Name of Applicant above)

STATE OF _____
COUNTY OF _____

The foregoing instrument, Affordable Housing Application, was acknowledged before me this _____ day of _____, 20____, by _____, who is/are personally known to me or produced _____ as proof of identification and did take an oath.

Notary Public (Print Name)

Notary Public (Signature)

Real Estate Number: _____
Initial(s): _____
Date: _____
Page 4 of 3



MONROE COUNTY PLANNING DEPARTMENT
AFFORDABLE HOUSING AND/OR EMPLOYEE HOUSING
AFFIDAVIT OF QUALIFICATION
(AFFIDAVIT FOR A RESIDENTIAL UNIT WITH A CERTIFICATE OF OCCUPANCY)

Name(s): _____

Current Mailing Address: _____

Phone: (H) _____ (W) _____

Cell Phone: _____ Email Address: _____

Hereinafter referred to as the applicant(s) or owner(s), who, having been sworn under oath, do(es) hereby attest, subject to the penalties for perjury, to the fact that the following statements(s) of qualification for the **Affordable Housing Program** of Monroe County, Florida, under the Monroe County Code is/are true:

I. This affidavit is part of Building Permit Application Number _____ and a request for a waiver of the required payment of impact fees, for an owner-occupied or tenant-occupied dwelling located on certain real property, lying and being in Monroe County, State of Florida, described as follows:

Lot(s): _____, Block _____, Subdivision: _____

Key (Island): _____ Plat Book: _____ Page: _____

Real Estate Number: _____

(If legal description is metes and bounds, attach a separate sheet and label as Attachment 'A')

II. The use of the dwelling is restricted to owner or tenant occupied households who qualify for affordable housing. This restriction will apply unless and until the Monroe County Board of County Commissioners amends the Land Development Regulations to permit the dwelling unit to be occupied by other households with or without qualification requirements. The following is a complete list of all employed member(s) of said household at this time and the name(s) and address(es) of their respective employer(s):

Household Member Name(s):

Employer(s) Name & Address:

- A. _____
- B. _____
- C. _____
- D. _____

- A. _____
- B. _____
- C. _____
- D. _____

- III. The applicant(s) understands that if the dwelling unit is rented or sublet the dwelling unit will also have a monthly rent limit as set forth in the Monroe County Code and a new application is required.
- IV. During occupancy of any affordable housing rental unit, unless otherwise limited by state or federal statute or rule concerning household income, the household's annual income may increase to an amount not to exceed 140 percent of the median household income for the county. If the income of the lessee exceeds this amount the tenant's occupancy shall terminate at the end of the existing lease term. The maximum lease for any term shall be three (3) years or thirty-six (36) months.
- V. The applicant(s) states that the dwelling unit meets all applicable requirements of the United States Department of Housing and Urban Development minimum property standards as to room sizes, fixtures, landscaping and building materials when not in conflict with applicable ordinances of Monroe County.
- VI. The applicant(s) has/have filed with Monroe County a copy of income tax return(s), W-2 forms, and the current three months of pay-stubs for all members of the household, or has furnished other qualifying documentation upon which the County has relied. [Not applicable to developer if not residing in the unit, but will be provided before occupancy by tenant(s) or purchaser(s).]
- VII. Tourist housing use or vacation rental use of affordable or employee housing unit(s) is/are prohibited.
- VIII. The applicant(s) understands and agrees that each year from the date of issuance of the certificate of occupancy, the tenant(s)/owner(s) will need to re-qualify annually by May 1. A new Affidavit of Qualification for Affordable Housing and Affordable Housing Application must be submitted to the Monroe County Planning Department each year. Failure to comply or re-qualify shall constitute a violation of the Affordable Housing Deed Restriction, the Monroe County Code and the conditions of the certificate of occupancy.
- IX. The applicant(s) understands that if an affordable housing allocation is/was received through the dwelling unit allocation system, the residence will be restricted by the affordable housing covenants to be recorded or as recorded in the Monroe County Public Records. Therefore, sale, transfer, inheritance, assignment or rental of the unit shall be only to persons who qualify under Monroe County's Affordable Housing Eligibility Requirements as established and amended from time to time. All of the

restrictions herein shall be binding upon any transferees, lessees, heirs, assignees, or other successors in title.

- X. The applicant(s) understand the Affordable Housing Deed Restriction shall be incorporated in whole as an Exhibit and referenced by Book and Page number on all transfers of the above described real property. This section is applicable to property owner(s) or prospective property owner(s).
- XI. If applicable, the use of the dwelling is restricted to Employee housing which is defined as unit(s) that serve as affordable, permanent housing for working households, which derive at least seventy (70) percent of their household income from gainful employment in Monroe County and meet the requirements for affordable housing. The required deed restriction for application will determine if applicable.
- XII. **Cumulative Remedies**. The undersigned further understands and attests that he/she/it recognizes that, in the event of any breach or violation of the qualification and re-qualification legal duties herein, the County shall, without liability to the County, have the right to proceed at law or in equity as may be necessary to enforce compliance with the restrictions and terms hereof, and that the County shall be, upon such violation or breach, entitled to collect damages for such breach, and shall also be entitled to enforce this Affordable Housing Deed Restriction by emergency, preliminary, and permanent injunction, including by ex parte motion and action for such injunction(s), it being hereby expressly and specifically agreed-upon that the County has no adequate remedy at law for such breach or violation, or such other legal method as the County deems appropriate.

The undersigned further understands and attests the he/she/it recognizes that all rights and remedies accruing to the County are assignable in whole or in part and are cumulative; that is, the County may pursue such rights and remedies as the law and this instrument afford it in whatever order the County desires and the law permits. The County's resort to any one law(s) or remedy(ies) in advance of any other shall not result in waiver or compromise of any other law(s) or remedy(ies), and the County's resort to proceed at law or in equity against an owner-occupant(s) or tenant-occupant(s) for breach or violation contained herein or breach or violation of the applicable Affordable Housing Deed Restriction shall likewise be cumulative; that is, the County may simultaneously pursue such rights and remedies as it sees fit, without limitation, against both/either the Qualifier, owner-occupant(s) and tenant-occupant(s) of the applicable Affordable Housing Unit(s), and all parties comprising the undersigned in their entirety.

Failure by the undersigned, or owner-occupant(s) or tenant-occupant(s) of the applicable Affordable Housing Unit(s), to comply with or perform any act required by or under this instrument or the applicable Affordable Housing Deed Restriction, shall not impair the validity of the terms hereof, the **AFFORDABLE HOUSING** Deed Restriction, or limit their enforceability in any way.

Enforcement of the terms of this instrument and the applicable Affordable Housing Deed Restriction shall be at the discretion of the County. The County's delay or failure to enforce or omission in the exercise of any term contained herein, however long continued, shall not be deemed a waiver or estoppel of the right to do so thereafter as to any violation or breach. No County waiver of a breach or violation of a term hereof or of the applicable Affordable Housing Deed Restriction shall be construed to be a waiver of any succeeding breach of the same.

- XIII. **Joint-and-Several Liability.** If the undersigned, or successors to the undersigned, is/are a party(ies) to any suit, action, or proceeding, in law or in equity, initiated or filed by the County to enforce any provision, restriction, or term contained herein, and consists of more than one person(s) or entity(ies), all such person(s) and entity(ies) shall be jointly-and-severally liable.
- XIV. **Limitation of Liability.** In the event of any litigation concerning any term of this instrument or the Affordable Housing Deed Restriction, the undersigned hereby waives his/her/its right to a jury trial.
- XV. **Duty to Cooperate and No Arbitration.** The undersigned shall, to ensure the effective implementation of the government purpose furthered by this instrument and the subject affordable housing development and record instruments thereto, cooperate with the County's reasonable requests submitted to the undersigned regarding the terms contained herein. No suit, action, or proceeding arising out of, related to, or in connection with this instrument is subject to arbitration, and mediation proceedings initiated and conducted that arise out of, relate to, or are in connection with this instrument shall be in accordance with the Florida Rules of Civil Procedure.
- XVI. **Modification.** The undersigned understands and agrees that no amendment, modification, or release to/of this Affidavit, the legal requirements and obligations herein, or the restrictions and duties cross-referenced and memorialized herein, is effective unless Monroe County expressly agrees, consents, and joins in writing thereto.
- XVII. **Governing Laws/Venue.** This instrument is and the enforcement of the obligations, requirements, and terms established therefrom are governed

by the Monroe County Comprehensive Plan, the Monroe County Code(s), and the Florida Statutes, and shall be liberally construed to effectuate the public purpose of this instrument. Exclusive venue for any dispute arising from or under, relating to, or in connection with this instrument shall be in the Sixteenth Judicial Circuit in and for Monroe County, Florida.

- XVIII. **Construction and Interpretation.** The construction and interpretation of Monroe County Comprehensive Plan provision(s), Monroe County Code provision(s), and the obligations, requirements, and terms contained herein, shall be deferred in favor of and liberally construed in favor of Monroe County to effectuate the County's public purpose of affordable housing and such construction and interpretation shall be entitled to great weight on trial and on appeal.
- XIX. **Inconsistency, Partial Invalidity, Severability, and Survival of Provisions.** If any provision, obligation, requirement, or term contained herein, or any portion thereof, is/are held invalid or unenforceable in or by any administrative hearing officer or court of competent jurisdiction, the invalidity or unenforceability of such provision, obligation, requirement, or term, or portion thereof, shall neither limit nor impair the operation, enforceability, or validity of any other provision, obligation, requirement, or term, or portion thereof. All such other provisions, obligations, requirements, terms, and portions thereof shall continue unimpaired in full force and effect.
- XX. **No Waiver.** Monroe County shall not be deemed to have waived any rights or remedies to the provisions, obligations, requirements, and terms contained herein, unless such waiver has been stated both expressly and specifically.
- XXI. **Authority to Attest.** The undersigned understands and warrants to Monroe County, Florida, that this Affidavit's execution has been duly authorized by all necessary corporate and other organizational action, as required.
- XXII. **Counterparts.** The undersigned agrees that this Affidavit may be executed in any number of counterparts, each of which shall be regarded as an original, all of which taken together shall constitute one and the same instrument and any of the parties hereto may execute this Affidavit by signing any such counterpart.

I/we certify that I/we am/are familiar with the information herein contained and that it is true and correct to the best of my/our knowledge and belief; and I/we will abide by the above stated restrictions for Affordable Housing pursuant to Monroe County Code as amended from time to time.

WITNESSESS:

OWNER(S) or APPLICANT(S)

1: Witness Signature

1: _____
(Signature)

(Print or Type Name of Witness)

(Print or Type Name above)

Complete Mailing Address above

2: Witness Signature

(Print or Type Name of Witness)

2: _____
(Signature)

1: Witness Signature

(Print or Type Name above)

(Print or Type Name of Witness)

Complete Mailing Address above

2: Witness Signature

(Print or Type Name of Witness)

STATE OF _____
COUNTY OF _____

The foregoing instrument, Affordable Housing Affidavit of Qualification, was acknowledged before me this _____ day of _____, 20_____, by _____ who is/are personally known to me or produced _____ as proof of identification and did take an oath.

Notary Public (Print Name)

Notary Public (Signature)

My Commission Expires

(If Applicable)

AFFIDAVIT

(Property is subject to a Monroe County Lease for Affordable Housing)

Before me, the undersigned authority, personally appeared:

Applicant Name(s): _____

Current Mailing Address: _____

Phone: (H) _____ **(W)** _____

Cell Phone: _____ **E-Mail Address:** _____

I/We, the undersigned applicant(s), are purchasing or renting the residential unit located on of certain real property, lying and being in Monroe County, State of Florida, described as follows:

Unit: _____ **Condominium Association/Homeowners' Association/Property**

Owners' Association: _____

Parcel(s)/Lot(s): _____ **Block** _____ **Subdivision:** _____

Key (Island): _____ **Plat Book:** _____ **Page:** _____

Real Estate Number: _____

(If legal description is metes and bounds, attach a separate sheet and label as **Attachment 'A'**)

- I. I/We, the undersigned Applicant(s) understand the residential unit is subject to a lease with Monroe County and subsequent amendments thereto.
- II. I/We, the undersigned Applicant(s), have read the lease and all amendments thereto in its/their entirety, that certain original lease having been recorded in the Monroe County Official Records at Book _____, Page _____.
- III. I/We, the undersigned Applicant(s), agree to hold Monroe County, its agents, and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from Monroe County's reliance upon this Affidavit or approval(s) issued thereto. I further assume continuing non-delegable responsibility for notifying Monroe County when/if any of the information, statements, or representations contained herein are no longer complete, true, and correct.
- IV. I/We, the undersigned Applicant(s), after being duly sworn, depose, state, and certify under penalty of perjury that I/we have read the foregoing Affidavit and that the information and representations contained herein is/are true and correct.

WITNESSES AS TO ALL:

APPLICANT(S) AS TO ALL:

Witness No. 1 (Print Name)

Applicant No. 1 (Print Name)

Witness No. 1 (Signature)

Applicant No. 1 (Signature)

Witness No. 2 (Print Name)

Date (Print)

Witness No. 2 (Signature)

Applicant No. 2 (Print Name)

Applicant No. 2 (Signature)

Date (Print)

STATE OF _____
COUNTY OF _____

The foregoing **Affidavit** was acknowledged and attested before me this _____ day of _____, 20____, by _____, who is personally known to me or produced _____ as proof of identification and did take an oath, and by _____, who is personally known to me or produced _____ as proof of identification and did take an oath.

Notary Public (Print Name and Notary No.)

Notary Public Seal

Notary Public (Signature)



**MONROE COUNTY PLANNING DEPARTMENT
AFFORDABLE AND/OR EMPLOYEE HOUSING APPLICATION
FOR TENANT(S), OWNER-OCCUPANT(S), DEVELOPER**
(Application for residential unit(s) which **has a certificate of occupancy**)

Important Instructions:

- Answer all questions on the application form. Do not leave any questions blank. If the question does not apply to you write “none”, “N/A” or “unknown at this time”. All yes/no questions must be checked to indicate whether your response is a “yes” or “no”.
- Incomplete applications will not be processed and will be returned to the applicant. If you make a mistake on your application, please fill out another form. Application with any information crossed out or altered will not be accepted. Only original applications are accepted. Please make sure all information is legible.
- If there is not enough space to answer a particular question or to provide any additional explanation then attach a separate sheet and label as “Attachment _____”.
- Use full legal names of applicants.
- The legal head of household and spouse/co-head (if any) including any other family members 18 years old and over must sign and date the application form.
- The information you provide on this application must be true and complete. It is a violation of law to make false statements.

Application Date: 10/12/2016 Form Application No. 10301492

Name(s): Sally Ann Louis and Rafeal Andrew Louis



Current Mailing Address: 123 Palm Drive, Key Largo, Florida 33070

Phone: (H) 305-123-1234 (W) 305-231-1234

Cell Phone: 305-321-1234 Email Address: ivory@bellsouth.net

Property Address of Affordable Housing Unit: 19 Guava Drive, Key Largo

Unit: _____ Condominium Association/Homeowners' Association/Property

Owners' Association: _____

Lot(s): 5 Block: 17 Subdivision: Key Largo Park Amended Plat

Key (Island): Key Largo Plat Book 3 Page 62

Real Estate Number(s): 00527150.000100 ; _____ ; _____ ; _____
(If legal description is metes and bounds, attach a separate sheet and label as Attachment 'A')

Real Estate Number: 00527150.000100
Initial(s): _____
Date: _____

Application Type: Select One Category in Either the Non-Occupancy or Occupancy

1) Application is not for occupancy of residential unit:

- A. Developer will either sell or rent the residential unit(s) to future occupant(s) who will submit an application(s) as a *household* to the County to have qualification determined. Developer is confirming they are proposing to develop a total of _____ residential unit(s) to be deed restricted;
- B. Under contract to purchase residential unit and plan to be a landlord;
- C. Entity Ownership. Entity Ownership cannot apply as a Household;
- D. Trust Ownership. Trust Ownership cannot apply as a Household.

2) Application is for occupancy of residential unit:

- A. Owner-Occupant(s) [Household];
- B. Tenant(s) [Household];
- C. Under contract to purchase unit and plan to be Owner-Occupant(s) [Household].

Household Composition: List all persons who will be in your household. Head of household should be listed first. List must include all occupants, dependents and children 17 or younger that will be living in unit.

Occupants age 18 or older

List all person age 18 or older (head/spouse/co-head regardless of age) that will be living in the home, beginning with the head of household. Each box must be complete for each member. No one except those listed on this form may live in the unit.

	Occupant(s) Name:	Legal Relationship	Occupation/Student	Employer Name	Head of Household	Dependent (Yes or No)
1	Rafeal Andrew Louis	husband	firefighter	Monroe County Fire Department	head of household	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2	Sally Ann Louis	wife	Teacher	Coral Shores High School	co-head of household	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3	Andrew Robert Stevens	brother to Sally	fisherman	self-employed	member of household	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4						<input type="checkbox"/> Yes <input type="checkbox"/> No
5						<input type="checkbox"/> Yes <input type="checkbox"/> No
6						<input type="checkbox"/> Yes <input type="checkbox"/> No

Occupants age 17 or younger

List all children who will be living in the home, oldest to youngest.

	Occupant(s) Name:	Legal Relationship to Head of Household	Occupation/Student	School Name	Dependent (Yes or No)
1	Amy Ann Louis	daughter	pre-school	Montesory School	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2	Robert Harold Louis	son	student	Key Largo Elementary School	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3					<input type="checkbox"/> Yes <input type="checkbox"/> No
4					<input type="checkbox"/> Yes <input type="checkbox"/> No
5					<input type="checkbox"/> Yes <input type="checkbox"/> No

Real Estate Number: 00527150.000100

Initial(s): _____

Date: _____

- Are occupants in the Household in a domestic partnership registered with the County (Monroe County Code Section 130-161(j))? No: or Yes: . Affidavit and supporting documentation may be required.
- Occupants Household Adjusted Gross Income: \$ 80,450.00
- Marital Status of Household occupant(s): Single; Married;
Other/Clarification: _____
- Very Low Income Low Income Median Income Moderate Income
- Contract/Purchase Price of Property: \$ _____ or Lease Amount: \$ 800.00 monthly
- Number of Bedrooms: 2

Submit the following information:

- 1) Copy of the current tax year and previous tax year IRS Form 1040 showing adjusted gross income for each household member. Copies must be requested directly from IRS (minimum 6 – 12 weeks). IRS forms must be sent directly from IRS to the Monroe County Planning Department unless prepared by a Certified Public Account (CPA) and signed by all parties. Attach copy of all W-2 forms. If an applicant is self-employed then all schedules must accompany the IRS return. Additional information may be requested.
- 2) Copy of driver's license or other officially issued proof of identification.
- 3) Pay stubs: provide copies of the current three months of pay stubs. If self-employed, you will be required to provide a current quarterly income statement from a accountant.
- 4) Letters of Employment (includes address location where employee reports for work, phone number, supervisor name) including date of employment and salary information: annual, monthly, or hourly rate including hours per week. Additionally, include the NAME/ENTITY on the payroll checks issued to employee.
- 5) Copy of the executed lease (if tenant) or copy of executed contract for purchase of subject property.
- 6) Copy of current Property Record Card.
- 7) Letter from agency obtaining financing. Financing: Public or Private. If you do not require financing then provide an Affidavit stating that financing is not required for the purchase of described property.
- 8) If in a Domestic Partnership then submit documentation showing registered with the County.
- 9) Copy of floor plan showing the habitable square footage of the dwelling unit. State the square footage of the residence on the floor plan. The floor plan is to be drawn to scale and each room labeled (i.e.: bedroom, bathroom, kitchen, et cetera).
- 10) Attach copy of the affordable and/or employee housing deed restriction which is recorded in the Monroe County Public Records for above specified Building Permit Application.
- 11) If the property is subject to a lease with Monroe County, then the applicant will need to submit a complete copy of the lease or submit an Affidavit signed by all required parties indicating they are familiar with all lease requirements and amendments to said lease.
- 12) If the property ownership is a corporation/entity, then a copy of the corporation/entity documents showing who is/are authorized to submit an application on its behalf; and place the proposed deed restriction on the property.
- 13) Other documents may be requested to clarify questions in review.

Real Estate Number: 00527150.000100

Initial(s): _____

Date: _____

Special Note: Monroe County Code Section 130-161(a)(6)e, "The parcel of land proposed for development of affordable or employee housing shall only be located with a tier III designated area or, within a tier III-A (special protection area) designated area that does not proposed the clearing of any portion of an upland native habitat patch of one acre or greater in area."

Monroe County Code Section 138-24(c)(4), "No affordable housing allocation shall be awarded to applicants located within a tier I designated area, within a V-zone on the county's flood insurance rating map, within a tier II designated area on Big Pine Key and No Name Key, or within a tier III-A (special protection area) if clearing is proposed for any portion of an upland native habitat patch of a one acre or greater in area."

I certify that I am familiar with the information contained in this application, and such information is true, complete and accurate. I/We understand that the residential unit is for permanent housing and is not a vacation home rental. Tourist housing use or vacation rental use of affordable housing units is prohibited.

1) _____ (Date) _____
(Signature of Applicant)

(Print Name of Applicant above)

2) _____ (Date) _____
(Signature of Applicant)

(Print Name of Applicant above)

3) _____ (Date) _____
(Signature of Applicant)

(Print Name of Applicant above)

4) _____ (Date) _____
(Signature of Applicant)

(Print Name of Applicant above)

STATE OF _____
COUNTY OF _____

The foregoing instrument, Affordable Housing Application, was acknowledged before me this _____ day of _____, 20____, by _____, who is/are personally known to me or produced _____ as proof of identification and did take an oath.

Notary Public (Print Name)

Notary Public (Signature)

Real Estate Number: 00527150.000100
Initial(s): _____
Date: _____
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