

TIER: _____

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

Application Date: _____ Permit Application No. _____

Name(s): _____

Address: _____

Phone: (H) _____ (W) _____

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

Key: _____ PB: _____ Real Estate Number(s): _____
(If legal description is metes and bounds, attach a separate sheet)

Applicant(s): Owner-Occupant(s) _____ Tenant(s) _____ Developer _____

Occupants Household Adjusted Gross income: \$ _____

Very Low ___ Low ___ Median ___ Moderate ___ Income

Contract/Purchase Price of Property: \$ _____ or Lease Amount: \$ _____ monthly

Number of Bedrooms: _____

	Household Occupant(s) Name(s)	Relationship ie: husband, wife, son, Daughter, room-mate, Domestic partner, etc.	Employer Name and phone number	Dependent (Yes or No)
A.				
B.				
C.				
D.				

Submit the following information:

- 1) Copy of the current 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 direct 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 1040.
- 2) Pay stub(s) from the previous three months from the date of this application.
- 3) Letters of Employment (address, phone number, supervisor name).
- 4) Copy of Executed LEASE (if tenant) or copy of executed contract for sale.
- 5) Copy of Property Record Card.
- 6) Letter from agency obtaining Financing. Financing: ___ Public or ___ Private
- 7) Copy of proposed floor plan showing the habitable square footage of the dwelling unit. The floor plan is to be drawn to scale and each room labeled (ie: bedroom, bathroom, kitchen, et cetera).
- 8) Completed Affordable Housing Affidavit.
- 9) Completed Affordable Housing Deed Restriction is required for vacant land proposed to have an Affordable Housing Deed Restriction. Otherwise, a copy of the **approved recorded** Affordable Housing Deed Restriction is required for the subject property (residence).

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

(Applicant Signature)

(Date)

(Applicant Signature)

(Date)

Sworn before me this _____ day of _____, 2____ A.D. Notary Public Commission Expires

***Monroe County Planning Department Employee Affordable Housing Application for
Tenants(s), Owner-Occupant(s), Developer***

Please note: the Monroe County Planning Department Employee Affordable Housing Application for Tenants(s), Owner-Occupant(s), Developer accompanying these attachments cannot be modified or changed.

Sample Draft Attachments:

- Sample Draft of Monroe County Planning Department Employee Affordable Housing Affidavit of Qualification (3 pages) (Item # 8 on application)
- Sample Draft of Monroe County Planning Department Employee Affordable Housing Deed Restriction (3 pages) (Item # 9 on application)
- Sample Draft of Developers Affidavit (1 page) This affidavit is only required to be completed if the applicant is developing unit(s) that are going to be rented or sold and the applicant does not intend to occupy the unit(s).

**MONROE COUNTY PLANNING DEPARTMENT
EMPLOYEE AFFORDABLE HOUSING
AFFIDAVIT OF QUALIFICATION**

NAME(S): _____

ADDRESS: _____

PHONE: (H) _____ (W) _____

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 **Employee Affordable Housing Program** of Monroe County, Florida, under the Monroe County Code Chapter 9.5 is/are true:

I. This affidavit is part of Building Permit Application Number 09-8-4444 and a request for a waiver the required payment of impact fees, for an owner-occupied or tenant-occupied dwelling located on of certain real property, lying and being in Monroe County, State of Florida, described as follows:

Lot(s): 55, Block 24, Subdivision: Twin Lakes

Key: Largo **Real Estate Number:** 00544440.000000

II. The use of the dwelling is restricted to owner or tenant occupied households. This restriction will apply until the Board of County Commissioners amends the Land Development Regulations to permit the dwelling unit to be occupied by other qualified households. The following is a complete list of all employed member 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 use of the dwelling is restricted for a period of at least ninety-nine (99) years to households with an adjusted gross annual income no greater than one hundred twenty (120) percent of the median adjusted gross annual income for tenant occupied households within Monroe County.

IV. The use of the dwelling is restricted for a period of at least ninety-nine (99) years to households with an adjusted gross annual income no greater than one hundred sixty (160) percent of the median adjusted gross annual income for owner occupied households within Monroe County.

V. The applicants understands that if the dwelling unit is rented then the dwelling unit will, also, have a monthly rent limit as set forth in the Monroe County Code.

- VI. The occupancy of any employee affordable housing rental unit, not otherwise limited by state or federal statute or rule concerning household income, a 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.
- VII. The applicants maintains 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 laws of Monroe County.
- VIII. The applicant(s) understands that pursuant to Monroe County Code Section 9.5-266, the employee affordable housing dwelling unit is restricted for a period of at least ninety-nine (99) years.
- IX. The applicant(s) has/have filed with Monroe County a copy of income tax and W-2 forms for all members of the household showing adjusted gross income for the previous years and has/have requested that the Internal Revenue Service provide the Monroe County Planning Department with an official copy of said form. Additionally, for applicants with less than one year living and working in Monroe County, an affidavit from the applicant and pay vouchers may be used to qualify for the first year income tax and W-2 forms are required for the next year.
- X. The applicant(s) will file the approved Employee Affordable Housing Deed Restriction on the chain of title to said real property described above, with the Clerk of the Circuit Court for Monroe County that give notice that the dwelling unit shall be restricted by the employee affordable housing criteria for ninety-nine (99) years commencing from the issuance of the certificate of occupancy.
- XI. The applicant(s) understands and agrees that each year from the date of issuance of the certificate of occupancy, the applicant(s) will need to re-qualify annually by May 1. A new Affidavit of Qualification for Employee Affordable Housing, and the Internal Revenue Service, income tax forms attached with copies of the W-2 form(s) for the specified year must be submitted to the Monroe County Planning Department. Failure to comply or re-qualify shall constitute a violation of your Employee Affordable Housing Deed Restriction, the Monroe County Code and the conditions of your certificate of occupancy.
- XII. The use of the dwelling is restricted to Employee housing which is /are 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.
- XIII. The applicant(s) understands if the employee affordable housing is/was used to gain points in the dwelling unit allocation system and/or to gain maximum net density afforded under Monroe County Code, the residence will be restricted by the employee affordable housing covenants for a period of ninety-nine (99) years. Therefore, sale, transfer, inheritance, assignment or rental of the unit

shall only be to persons who qualify under Monroe County's Employee 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.

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 Employee Affordable Housing pursuant to Monroe County Code Chapter 9.5 as amended from time to time.

WITNESSESS:

OWNER(S) or APPLICANT(S)

(Signature)

(Signature)

(Print/Type Name)

(Print/Type Name)

(Signature)

Address: _____

(Print/Type Name)

(Signature)

(Signature)

(Print/Type Name)

(Print/Type Name)

(Signature)

Address: _____

(Print/Type Name)

STATE OF FLORIDA
COUNTY OF MONROE

The foregoing instrument was acknowledged before me this _____ day of _____, 2007, 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

This instrument was prepared by:
John Doe
1508 Silver St.
Key West, FL 33040

MONROE COUNTY PLANNING DEPARTMENT EMPLOYEE AFFORDABLE HOUSING DEED RESTRICTION

STATE OF FLORIDA
COUNTY OF MONROE

Notice is hereby given that:

- I. I/We, John and Sally Doe, a married couple, the undersigned is/are the sole owner(s) of certain real property, situated, lying and being in Monroe County, State of Florida, described as follows:

Lot(s): 11, Block: 19,

Subdivision: Twin Lakes Key: Largo PB: 3-160

(If legal description is metes and bounds, attach a separate sheet)

Real Estate Number: 00544440.000000

- II. The residential unit Building Permit Number is 09-5-4444.
- III. Under the owner-occupied / developer median income employee affordable housing provisions set for in Chapter 9.5 of Monroe County Land Development Regulations, the owner or owners of the above-described real property have been exempted from payment of "Fair Share Impact Fees" for a (check one): a single-family X, a multi-family unit, , a mobile home to be constructed on said real property.
- IV. The use of the dwelling is restricted for a period of at least ninety-nine (99) years to households with an adjusted gross annual income no greater than one hundred twenty (120) percent of the median adjusted gross annual income for tenant occupied households within Monroe County.

- V. The use of the dwelling is restricted for a period of at least ninety-nine (99) years to households with an adjusted gross annual income no greater than one hundred sixty (160) percent of the median adjusted gross annual income for owner occupied households within Monroe County.
- VI. The Employee housing unit is intended to 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.
- VII. Under Monroe County Code Section 9.5-266, the employee affordable housing dwelling unit is restricted for a period of at least ninety-nine (99) years.
- VIII. The Maximum sales price, owner occupied affordable housing unit shall mean a price not exceeding four and one-quarter (4.25) times the annual median household income for Monroe County for a two (2) bedroom unit.
- IX. The covenants shall be effective for ninety-nine (99) years, but shall not commence running until a certificate of occupancy has been issued by the building official for the dwelling unit(s) to which the covenant or covenants apply. This deed restriction shall remain in effect for ninety-nine (99) years regardless of the owner(s) or occupant(s) ability to comply or re-qualify on an annual basis or as otherwise may be required.
- X. At the time of sale an owner-occupied affordable housing unit, the unit may only be sold to a household within the same class.
- XI. All of the restrictions herein shall be binding upon any transferees, lessees, heirs, assigns or successors in the chain of title.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
SIGNATURES FOR RESTRICTION ON THE FOLLOWING
PAGE.**

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 knowledge and belief; and I/we will abide by the above stated restrictions pursuant to Monroe County Code Chapter 9.5 as may be amended from time to time.

WITNESSES:

OWNER OR OWNERS

(Signature)

(Signature) John Doe

(Print/Type Name)

Address: _____

(Signature)

(Print/Type Name)

(Signature)

(Signature) Sally Doe

(Print/Type Name)

Address: _____

(Signature)

(Print/Type Name)

SAMPLE

The foregoing instrument was acknowledged before me this _____ day of _____, 2____ A.D. by _____ is/are personally known to me or has produced _____ as identification.

My Commission Expires

Notary Public (Signature)

Notary Public (Print Name)

DEVELOPERS AFFIDAVIT

Before me the undersigned authority, personally appeared

NAME(S): _____

ADDRESS: _____

PHONE: (H) _____ **(W)** _____

- I. I/We, the Developer(s), do not intend to move into the dwelling unit at this time, nor do we have a prospective tenant or tenant at this time who will move into the dwelling unit located on of certain real property, lying and being in Monroe County, State of Florida, described as follows:

Lot(s): _____ **Block:** _____

Subdivision: _____

Key: _____ **PB:** _____
(if legal description is metes and bounds, attach a separate sheet)

Real Estate Number: _____

- II. I/We, the Developer(s), understand the dwelling unit may only be used as a primary (principle) residence. The property has a ninety-nine year affordable / employee housing deed restriction which will commence to run from the issuance the certificate of occupancy.
- III. I/We, the Developer(s), have a licensed contractor to build the dwelling unit(s). The Building Permit _____ application has not been applied for as an owner builder.
- IV. I/We, the Developer(s), understand that no one may move into the residential until the requirements of Affordable/Employee Housing are met by either 1) a new affidavit specifying no prospective tenant(s) or 2) employee/tenant(s) qualify pursuant to the affordable/employee housing criteria.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

(Signature of Applicant)

(Date)

(Signature of Applicant)

(Date)

STATE OF FLORIDA
COUNTY OF MONROE

The foregoing instrument was acknowledged before me this _____ day of _____, 2008, 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