

## Thrive Home Builders Affordable Elements Collection

Thank you for your interest in Thrive Home Builders Elements Collection. The Elements Collection offers both 2 and 3-bedroom floor plans with 2- car attached garages. Not only are these homes ENERGY STAR and Indoor airPLUS Certified but they also include Solar Panels, a Navien Tankless Water Heater, and an Active Radon System. Built with Thrive's Advanced Building System which includes double 2x4 wall construction and 14 inch raised heel roof trusses, improving the overall energy efficiency of your home.

### Income Verification Process

This collection is subject to the Denver Inclusionary Housing guidelines. Purchasers must have a minimum income of \$28,000 and cannot exceed the maximum allowed income limits listed below:

1 Person Household:	\$47,000
2 Person Household:	\$53,700
3 Person Household:	\$60,400
4 Person Household:	\$67,100
5 Person Household:	\$72,500
6 Person Household:	\$77,850

\*This program asks that you have a minimum FICO score of 640, a maximum debt-to-income ratio of 45, and also requires that you complete a HUD-approved homebuyer education.

The income verification can be completed online at: <https://www.tfaforms.com/4624103>, but will not be processed until the applicant is under contract.

**Our strong suggestion is to check your income thoroughly and read over the attached Affordable Housing Policies, to ensure program qualification.**

The following are documents required to begin the income verification process:

- Name, address and price of unit you're interested in purchase -if the address has not been assigned, please provide, "Stapleton Denver CO 80238- THRIVE HOME BUILDERS" and for the price, please refer to your prequalification letter or the base price of the floor plan that you're interested in (i.e. \$201,900 for 2 bedrooms and \$228,900 for 3 bedrooms).
- Completion by ALL applicants who will be living in the household (excluding children).
- Complete copies of the last TWO MONTHS of paycheck stubs for each employed household member age 15 years and older.
- If self-employed, provide last two years of Federal Tax Return - Schedule C forms and copies of any current contracts.
- Complete copies of the last TWO MONTHS of all checking, savings and asset account statements. Asset accounts include stocks, bonds,

- money market accounts, individual retirement accounts, government bonds, etc. Only the interest and/or dividends from these accounts will be included with your annual gross income.
- Transcripts received from the IRS of the last TWO YEARS of FEDERAL income tax returns for each employed household member (age 15 years or older). You can request Federal tax transcripts at <http://www.irs.gov/Individuals/Get-Transcript> or you can call the IRS at 1-800-829-1040 and request a transcript. Please do not provide State Tax Returns. If you cannot obtain a Federal Tax transcript, you may alternatively provide signed copies of the last two years of Federal Tax Returns, all attachments (i.e. schedules, W-2's, 1099's, etc.) and proof of electronic filing.
  - If you are divorced or have been divorced since the last Federal Tax filing year, provide a copy of the following executed documents: Divorce Decree, Separation Agreement and Child Support Orders. Your divorce must be finalized prior to purchasing an affordable unit.
  - Award letter(s) if receiving unemployment, social security, pension, survivor, military benefits, disability, TANF, etc.
  - If receiving a financial gift from another person, provide gift letter including amount of gift, reason for the gift and when gift will be given.
  - Employment Verification Form--- attached
  - Housing Counseling Class Certificate--- if you have not yet taken the class, but are registered, please attach evidence of registration.

### **Housing Counseling**

There are a number of nonprofit organizations that provide this service. You may select any certified provider of this training based on its location and convenience to your home or work. Any HUD approved housing counseling agency is acceptable. For a complete list of agencies, visit <http://www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm>.

Brothers Redevelopment (303) 202-6340  
Colorado Housing Assistance Corp. (303) 572-9445  
Del Norte Neighborhood Development (303) 477-4774  
Denver Housing Authority (720) 932-3000  
NEWSED Community Development (303) 377-3334  
Southwest Improvement Council (303) 934-2181

## **Loan Qualification Process – Thrive Home Builders Preferred Lenders\*:**

Corridor Mortgage - Matthew Tenney, Loan Officer  
8080 South Park Lane Unit B | Littleton, CO 80120  
Cell: 303.709.7501 | Office: 866.313.9600 | Fax: 443.539.2397  
[mtenney@corridormtg.com](mailto:mtenney@corridormtg.com)

On Q Financial - Tim Hickey, Senior Mortgage Consultant  
303 University Boulevard | Denver, CO 80206  
Cell: 303.669.4087 | Direct: 303.800.7701  
[tim.hickey@onqfinancial.com](mailto:tim.hickey@onqfinancial.com)  
[www.onqtim.com](http://www.onqtim.com) (Apply Online)

*\*If you use one of our preferred lenders, we offer \$2,500 toward closing costs and require only \$3,000 for the Earnest Money Deposit (usually \$6,000).*

The following are documents required to begin the loan prequalification process:

- Last two years' tax returns (all pages)
- Two most recent Bank statements (checking, savings, asset accounts; all pages)
- Two most recent pay statements
- Award letter(s) if receiving unemployment, social security, pension, survivor, military benefits, disability, TANF, etc.
- If self-employed, provide last two years of Federal Tax Return - Schedule C forms and copies of any current contracts.
- Divorce Decree (if applicable)

\*Lender may request additional documentation.

### **Homeowners' Association Information**

Stapleton Master Community Association--- Monthly Dues \$24.00  
7350 E. 29<sup>th</sup> Avenue Denver, CO 80238 | Main 303-388-0724 |  
website: [www.StapletonCommunity.com](http://www.StapletonCommunity.com)

Master Community Association Responsibilities:

- MCA maintains all Landscaping Located within Stapleton Community Parks and Right of Way
- MCA maintains the Amphitheaters, Plazas, Water Features, and Fire Pits located within Stapleton Town Centers

- MCA maintains snow removal operations on sidewalks adjacent to Stapleton community
- MCA manages the storm water structures that exist within Stapleton including; East West Greenway, Westerly Creek, Filings 18, Northfield and USPS ponds.
- MCA manages all residential alleys throughout Stapleton

Sub Association - The Boulevard II Community Association----Monthly Dues  
\$173.00

Boulevard One LLC.

Po Box 16303 | Denver, CO 80216 | Main: 720-255-2990

Email: [info@harmonymanagement.biz](mailto:info@harmonymanagement.biz)

Website: [www.harmonymanagement.biz](http://www.harmonymanagement.biz)

Sub-Association Responsibilities:

- Exterior Insurance
  - Landscaping Maintenance
  - Snow Removal
  - Exterior Building Maintenance
- \* Trash Removal is part of Denver Taxes

**Next Steps**

Once you have received your prequalification letter from a lender, please contact Thrives sales office to schedule an appointment to review current availability and the process to proceed with a purchase agreement. It is not a requirement to have your Income Determination Letter from Denver's Office of Economic Development at the time of contract, but is required no later than 60 days after the sales date.

Items Needed for Contract Meeting:

Pre-qualification Letter

Earnest Deposit \$3,000\*

\* Earnest deposit will double if purchaser elects to use a mortgage company other than Seller's preferred lender.

Please let me know if you have any questions, thank you!