



Jackson/Teton County Affordable Housing Department Request for Transfer of Title

The Restrictions on Affordable, Attainable, and Employment-based homes do not allow non-qualified transfers of ownership. Housing Department must qualify any transfer of ownership. Complete this form to request a transfer of ownership and submit to the Housing Department with required attachments (see below).

Please follow these steps to transfer title on your home:

If removing someone from title:

1. Submit an Application for Homeownership along with most recent tax returns, W-2s, Employment Affidavit, an Official Divorce Decree if applicable, and a Lender's Qualification Worksheet completed by a lender.
2. If the Housing Department qualifies the transfer, submit this form and the \$150.00 document preparation and filing fee (please check with your Title Company to see if this affects your existing title policy). The Housing Department will prepare a new Warranty Deed/Deed of Conveyance and record the new Warranty Deed/Deed of Conveyance.

If adding someone to title:

1. Submit this form, a copy of your marriage certificate if applicable, and the \$150.00 document preparation and filing fee (please check with your Title Company to see if this affects your existing title policy). In some cases, the Housing Department may ask for additional information. If the transfer is deemed to be a Qualified Transfer, the Housing Department will prepare and record a new Warranty Deed/Deed of Conveyance.

Date Submitted _____

Homeowner Name _____

Physical Address _____

Mailing Address (if different) _____

Phone _____ Email _____

Reason for Request: Marriage Divorce Other

If Other, please explain _____

Please provide any background information you believe may be relevant: _____

Legal names of individuals who will be on title:

How will title be held (vesting): _____

For Housing Department use only

Date received _____

Ground Lease _____

Date of response _____

Restriction _____

Approved _____

Deed Restriction _____

Denied _____

Please follow-up with an email or phone call to be sure the Housing Department received your request submittal and fee. lpotzernitz@tetoncountywy.gov (P) 307-732-0867 (F) 307-734-3864