



Owner Submittal

Owners will submit their capital improvements to The Valley Home Store using the following step by step process. These steps clarify the process outlined in the Eagle County Housing Guidelines Administrative Procedures. Documents for owners are available on The Valley Home Store website.

Owners shall:

1. Assemble all receipts, place in chronological order, and number them. Items like tools, tool rentals, decorative items, and food and drink items don't count. Deduct those amounts from the receipt totals.
2. Assemble the corresponding proof of payment for each receipt. Proof of payment is a bank statement, credit card statement, or copy of a cleared check. If a copy of a cleared check is used, both sides of the check showing the deposit information must be visible. Write the corresponding receipt number next to the payment on the statements.
3. Fill out the capital improvements spreadsheet. Organize receipts by date, proof of payment, and depreciation category.
4. Fill out, sign, and notarize the affidavit certifying all work, receipts, and payments belong to the owner.
5. Make copies of everything before bringing the documents to The Valley Home Store. Keep all originals.
6. Email the spreadsheet to The Valley Home Store.

REMINDER: cash payments and Venmo cannot be counted.

Due Dates and Processing Times

December 1 | All completed submittals will be processed by the end of the month

Refinance | 3-4 week processing time

Sale | 2-3 week processing time

*if your submittal contains incomplete information, you can correct that information and be included in the next round of processing the following year