

# SAN MIGUEL REGIONAL HOUSING AUTHORITY

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Tel:970-728-3034 Fax: 970-728-5371; e-mail: [smrha@telluridecolorado.net](mailto:smrha@telluridecolorado.net) web: [www.smrha.org](http://www.smrha.org)

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## Welcome To The Deed Restriction Application Process!

### **Dear Applicant:**

On the following pages you will be asked to provide information which will permit us, the San Miguel Regional Housing Authority (SMRHA) to determine if you are eligible to own or rent a unit that has been deed restricted.

Please read all of the information carefully and contact us with questions. We can not process an application until it is complete.

The SMRHA is subject to the Colorado Open Records Act (CORA) Colorado Revised Statutes section 24-72-201, *et seq.* Any information that you provide becomes public record, with the exception of specific confidential information as stated in CORA. Confidential information under CORA includes items such as financial information; for example, state and federal income tax returns. However, please be aware that any confidential documents or information that you choose to provide or disclose at a public meeting will become a part of the public record of that meeting, and therefore subject to disclosure pursuant to CORA.

We look forward to assisting you with your application.

If you have questions about any of the information you need to provide or about the process, please contact us at 970-728-3034, extensions, 5, 6 or 8.

Sincerely,

SMRHA Staff

**San Miguel County R-1 Deed Restriction Application**  
**Questionnaire for Persons Interested in Occupying Affordable Housing**  
**in the Telluride R-1 School District**

Any person interested in occupying Affordable Housing in the Telluride R-1 School District of San Miguel County must:

- Complete this application (pp. 2-7) and submit it with a \$10.00 non-refundable application fee to the San Miguel Regional Housing Authority for review.
- Attach photocopies of your driver's license and registration for each motor vehicle you own.
- Attach photocopies of the following financial information:
  - If you bid or apply for units after April 15 of 2007, all income tax returns from 2005 and 2006, complete with all W2's and 1099's, and all schedules, will be required. All self-employed individuals and all business owners will be required to submit business tax returns.
  - In the case that any real estate property has been disposed of during either 2005 or 2006, the documentation from 2004 will also be required.
  - RHA can not accept income tax return extensions.
- If you are submitting this application to qualify to purchase deed-restricted property, submit a notarized "Certificate of Eligibility to Occupy Affordable Housing" (p. 5) completed by you and your employer; and have your employer(s) complete a "Verification of Employment Hours and Income" (p.7).
- If you are submitting this application to qualify to rent deed restricted property submit a "Certificate of Eligibility to Occupy Affordable Housing" (p. 5, no notarization is necessary) completed by you and your employer; and have your employer(s) complete a "Verification of Employment Hours and Income" (p.7).

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CURRENT STREET ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

MARITAL STATUS \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

List property you are qualifying to:

rent \_\_\_\_\_

or

purchase \_\_\_\_\_ (closing date, if any: \_\_\_\_\_)

**NOTICE:** You are advised to make sure that any purchase contract you are considering includes a contingency for deed restriction application approval to avoid putting your earnest money at risk if your application is not approved in time.

How many years and months have you lived in San Miguel County? \_\_\_\_\_

When did you last live outside San Miguel County? \_\_\_\_\_

What, if any, are your children's names and ages? \_\_\_\_\_

If you, your spouse, or any of your dependents own other property in San Miguel County, Montrose County, Ouray County or Dolores County, describe the type and location of each such property: \_\_\_\_\_

Where do you/will you work? \_\_\_\_\_

How many years and months have you worked there? \_\_\_\_\_

How many years and months have you been employed within the Telluride R-1 School District boundaries? \_\_\_\_\_

How many months per year do you/will you work in the District? \_\_\_\_\_

How many hours per week do you/will you work in the District? \_\_\_\_\_

Please total your gross income of the past 12 months from the following sources:

_____	<b>Wages from employment in San Miguel County</b> (this includes wages, salaries, overtime pay, commissions, fees, tips and bonuses)
+ _____	<b>Wages from employment <u>outside</u> San Miguel County</b>
+ _____	<b>Benefit Payments</b> (this includes Social Security, SSI, Workers' Compensation, Disability pay or benefits, unemployment benefits, severance pay, annuities, pensions, retirement or death benefits)
+ _____	<b>Alimony and/or child support</b>
+ _____	<b>Interest, dividends, and other income from household assets</b> (this includes interest from bank accounts or bonds, dividends from stocks or mutual funds, income distributed from trust funds, etc)
+ _____	<b>Re-occurring monetary gifts from family</b>
+ _____	<b>Other income</b> (please specify)
_____	<b>TOTAL GROSS INCOME</b>

Please indicate which public or community service groups are you involved with:

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### APPLICANT'S CERTIFICATION & AUTHORIZATION

Under the penalty of perjury, the applicant certifies the following:

1. All information provided in this application submitted to the San Miguel Regional Housing Authority to purchase deed restricted property in San Miguel County is true and complete.

### AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

1. As a part of the application process to purchase deed restricted property in San Miguel County, the San Miguel Regional Housing Authority (SMRHA) may verify any and all information contained in my/our loan application and in other documents required in connection with the loan.
2. I/We authorize you to provide to the SMRHA any and all information and documentation in your care or custody that they request. Such information includes, but is not limited to, employment history and income; bank, money market, and similar account balances; credit history; and copies of income tax returns.
3. A copy of this authorization may be accepted as an original.

DATED: effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Applicant Signature

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Applicant Signature

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Please print name

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Please print name

**SAN MIGUEL COUNTY  
LAND USE CODE**

**APPENDIX B: AFFORDABLE HOUSING CERTIFICATE  
EXHIBIT 1  
CERTIFICATION OF ELIGIBILITY TO OCCUPY AFFORDABLE HOUSING**

**(If you are renting, you do not have to have this form notarized)**

**Employers Affidavit:**

I, \_\_\_\_\_, hereby declare under penalty of perjury that  
\_\_\_\_\_, is presently employed by \_\_\_\_\_  
\_\_\_\_\_, whose principal address of business is  
\_\_\_\_\_, and further certify that the above named  
Employee is employed in the Telluride R-1 School District of San Miguel County, and that  
employment of said Employee began/will begin on \_\_\_\_\_.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Employer)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_, by \_\_\_\_\_

Witness my hand and official seal.

\_\_\_\_\_  
My commission expires \_\_\_\_\_

(Notary Seal)

**Employee's Affidavit:**

I, \_\_\_\_\_, hereby declare under penalty of perjury that I am  
employed by \_\_\_\_\_, whose principal address of business is  
\_\_\_\_\_, that it is located within the Telluride R-1  
School District of San Miguel County, and that my employment began/will begin on \_\_\_\_\_.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Employee)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_, by \_\_\_\_\_

Witness my hand and official seal.

\_\_\_\_\_  
My commission expires \_\_\_\_\_

(Notary Seal)

**Affidavit of Employee Qualified by Virtue of Age and Residency**

I, \_\_\_\_\_, hereby declare under penalty of perjury that I qualify as an Employee as defined in Section 5-1305 B. of the San Miguel County Land Use Code by **being at least 60 years of age** and by having resided in the Telluride R-1 School District of San Miguel County for at least five years.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Employee

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_, by \_\_\_\_\_

Witness my hand and official seal.

\_\_\_\_\_  
My commission expires \_\_\_\_\_

**County Commissioners Certification**

The Board of Commissioners of San Miguel County, Colorado, after diligent review, finds that the above referenced Employee in the Telluride R-1 School District of San Miguel County hereby qualifies as an Employee eligible to occupy Affordable Housing, as defined in Section 5-1305 B of the San Miguel County Land Use Code.

BOARD OF COMMISSIONERS OR DESIGNEE

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Chairman or Designee

**VERIFICATION OF INCOME AND EMPLOYMENT**

(to be completed by employer)

Date: \_\_\_\_\_

This document serves to verify the income and employment for: \_\_\_\_\_.  
(Employee name)

Employee began/will begin employment with \_\_\_\_\_ on \_\_\_\_\_.  
(Company) (Date)

(If no longer employed by you, the Employee 's last date of employment was \_\_\_\_\_.)

Employee's job title: \_\_\_\_\_

Employee earns/will earn (earned) \$ \_\_\_\_\_ per \_\_\_\_\_.

Employee works/will work (worked) an average of \_\_\_\_\_ hours per week.

Employee works/will work (worked) full time or part time? (Circle one)

Is (was) this employment seasonal or year round? (Circle one)

If seasonal, Employee works/will work (worked) the months of \_\_\_\_\_.

Name of Contact Person at place of Employment: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Signature of Contact Person \_\_\_\_\_ Date \_\_\_\_\_