

SAN MIGUEL REGIONAL HOUSING AUTHORITY

820 Black Bear Road, G-17 P.O. Box 840, Telluride, CO 81435
Tel: 970-728-3034 Fax: 970-728-5371; e-mail: smrha@telluridecolorado.net; website: www.smrha.org

Telluride Deed-Restricted Household Application (Mendota)

Instructions for completing this three-part Application:

- **Guidelines:** The *Telluride Housing Guidelines Town Developed or Financed Housing Projects (Guidelines)*, available in our office or on our web site, is your reference for how to qualify to purchase and occupy a Mendota Condo unit. If you have questions about completing this Application, please call a SMRHA Local Housing Programs Manager at 970.728.3034. SMRHA cannot process an Application unless it is complete including fees (see below) and all required attachments.
- **Application Fees:** Payment of the following fees, as applicable, must accompany your Application, preferably by check payable to SMRHA, as follows:
 - \$10 Application Fee - with every Telluride Deed-Restricted Housing Application.
 - \$25 Exception Fee - if you are submitting an Exception Application (found in PART A)
 - \$50 Conditional Residential Property Ownership Fee, one per property - if you are submitting any Conditional Residential Property Ownership Applications (found in Part B).
- **Notarizations:** Notary Public services for notarization are available without charge at the SMRHA office and at banks. You will need to present your picture identification and sign documents in front of a Notary.
- **Definition of Household:** Per the Guidelines, a Household consists of: "All Owners, their immediate family which includes spouses, siblings, parents and/ or offspring, either biologically, by marriage or by legal adoption, regardless of age, and any parties who by legal arrangement include by deed, joint tenancy, tenancy in common, or tenancy in its entirety shall [have] a legal right to fee ownership, who will be occupying the Housing Unit". These individuals are the "Household Members" referred to in this Application. Owners are those Household Members "who by legal arrangement include by deed, joint tenancy, tenancy in common, or tenancy in its entirety shall [have] a legal right to fee ownership, who will be occupying the Housing Unit".
- **Lawful Presence:** A Lawful Presence Affidavit, issued by the Telluride Town Clerk's Office, for each Household Member must accompany this Application, in compliance with state law. Information about how to obtain one is available upon request from SMRHA or the Town of Telluride.
- **Timing:** You are advised to make sure that any purchase contract you are considering includes a contingency for Housing Authority approval of this Application to avoid putting your earnest money at risk if the Application is not approved in time (and it's preferable to be approved prior to contract execution).

PART A: Complete one per Household (unless Part C is applicable to your Household). This part of the Application is a self-certification that your Household is eligible under the Guidelines to purchase and occupy a deed-restricted Mendota unit. This part of the application will require the notarized signatures of one Household Member that is authorized to sign on behalf of all other Household Members.

PART B: A Part B must be completed by (or on behalf of) every member of the Household. This part of the application will request attachment of certain income tax records and require the notarized signature of each Household Member (or of someone authorized to sign on the member's behalf). Additional copies of Part B can be downloaded from www.smrha.org or picked up from the SMRHA office during business hours.

PART C: A Household Member that is Disabled or Elderly will need to complete a Part C on behalf of the Household. Part A and Part B are not required for a Household that includes a Disabled or Elderly Household Member. This part of the application will require the notarized signature of the Household Member (or of someone authorized to sign on the member's behalf).

Application PART A
(Complete one per Household*)

HOUSEHOLD INFORMATION
(Please Print!)

HOUSEHOLD NAME

This is the name that uniquely identifies your Household's Application.

**NUMBER OF
HOUSEHOLD MEMBERS:**

_____ (last name) _____ (first name) _____ (middle name)

HOUSEHOLD MEMBER and SPOKESPERSON

This person is authorized to speak and sign on behalf of all other Household Members:

_____ (last name) _____ (first name) _____ (middle name)

Relationship to Household (check one): Owner _____ Member of an Owner's immediate family _____
(relationship: _____)

Mailing address: _____ Phone # (res.) _____
_____ Phone# (cell.) _____

E-mail address: _____ Phone # (bus.) _____

OTHER HOUSEHOLD MEMBER

_____ (last name) _____ (first name) _____ (middle name)

Relationship to Household (check one): Owner _____ Member of an Owner's immediate family _____
(relationship: _____)

Mailing address: _____ Phone # (res.) _____
_____ Phone# (cell.) _____

E-mail address: _____ Phone # (bus.) _____

Please supply this same information for additional Household Members, if any, on another sheet of paper.

* unless Part C is applicable to your Household

PROPERTY INFORMATION

Please list the housing unit (with the number of bedrooms) that you are qualifying to:

Rent (in Housing Authority-approved situations): _____

or

Purchase/own: _____ (closing date, if any: _____)

Number of bedrooms: _____

Application PART A (cont'd.)
(complete one per Household)

Total Household Net Worth Worksheet (Part 1 of 2)

STEP ONE:

Before completing this worksheet, each Household Member will need to complete the Part B Personal Net Worth Worksheet. Enter the sum of those Part B totals on the following worksheet:

Gross Assets	
Cash:	
Cash On Hand	\$ _____
Checking Accounts	\$ _____
Saving Accounts	\$ _____
Money Market Funds	\$ _____
Cash Value of Life Insurance	\$ _____
Anticipated Gifts towards Down Payment	\$ _____
Other	\$ _____
Real Estate / Property (use Fair Market Value):	
Undeveloped residential properties anywhere*	\$ _____
Developed residential properties anywhere*	\$ _____
Undeveloped commercial properties anywhere	\$ _____
Developed commercial properties anywhere	\$ _____
Other	\$ _____
Investments (Market Value):	
Certificates of Deposit	\$ _____
Stocks	\$ _____
Bonds	\$ _____
Mutual Funds	\$ _____
Annuities	\$ _____
Retirement Funds	\$ _____
Other	\$ _____
Personal Property (Present Value):	
Automobiles	\$ _____
Recreational Vehicle / Boat	\$ _____
Home Furnishings	\$ _____
Appliances and Furniture	\$ _____
Collections	\$ _____
Jewelry and Furs	\$ _____
Other	\$ _____
Business Assets (Present Value):	
All	\$ _____
_____	_____
Total Gross Assets	\$ _____

*Be sure to include as part of your Application a Conditional Residential Property Ownership Application (in Part B) for each developed residential property owned anywhere and for each undeveloped residential property located within the counties specified in the *Guidelines* (Section 4.B.2).

Application PART A (cont'd.)
(complete one per Household)

Total Household Net Worth Worksheet (page 2 of 2)

Gross Liabilities	
Current Debts:	
Household	\$ _____
Business	\$ _____
Medical	\$ _____
Credit Cards	\$ _____
Department Store Cards	\$ _____
Back Taxes	\$ _____
Legal	\$ _____
Other	\$ _____
Mortgages:	
Developed residential properties anywhere	\$ _____
Developed commercial properties anywhere	\$ _____
Other	\$ _____
Loans:	
Undeveloped residential properties anywhere	\$ _____
Undeveloped commercial properties anywhere	\$ _____
Bank / Finance Company	\$ _____
Automobile	\$ _____
Recreational Vehicle / Boat	\$ _____
Education	\$ _____
Life Insurance	\$ _____
Personal (from family and/or friends)	\$ _____
Business	\$ _____
Other	\$ _____
Total Gross Liabilities	\$ _____

Total Household Net Worth: Total Gross Assets - Total Gross Liabilities = \$ _____
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Application PART A (cont'd)
(complete one per Household)

Household Gross Income Worksheet

STEP ONE:

Before completing this worksheet, each Household Member will need to complete the Part B Personal Gross Income Worksheet. Enter the sum of those Part B totals below:

		Income from employment (this includes wages, salaries, overtime pay, commissions, fees, tips and bonuses).
+		Benefit payments (this includes Social Security, SSI, Workers' Compensation, Disability pay or benefits, unemployment benefits, severance pay, annuities, pensions, retirement or death benefits)
+		Alimony and/or child support
+		Interest, dividends, and other income from household assets (this includes interest from bank accounts or bonds, dividends from stocks or mutual funds, income distributed from trust funds, etc)
+		Re-occurring monetary gifts from family members
+		Rental income (this includes income from any current renters and income anticipated from the rental of any developed residential property that is currently owned and that must be sold within a year per the Guidelines, Section 4.B.2.)
+		Multi-year capital gains and royalties
+		Other (please specify)
=		TOTAL HOUSEHOLD GROSS INCOME

TOTAL HOUSEHOLD GROSS INCOME X .75 = \$ _____

"Income from employment" above must be at least this amount (75% of total income, leaving 25% or less from non-employment sources) or your Household will not be eligible to own and occupy the Mendota unit.

Application PART A (cont'd)

(complete one for each Household if necessary to accompany Exception Application)

**RELEASE AND WAIVER
Exception Application**

Release for Use of Confidential Information

I/we authorize San Miguel Regional Housing Authority and Telluride Housing Authority to release any and all financial and/or tax information, or any other confidential information, as may be necessary for documentation to support my/our request for exception to the standards and requirements of the *Telluride Housing Guidelines Town Developed or Financed Housing Projects*. I/we acknowledge that the Exception Request shall be heard before the Telluride Housing Authority Subcommittee in a public hearing pursuant to Section 8 of the Telluride Housing Guidelines Town Developed or Financed Housing Projects and shall constitute a public record. I/we hereby waive fully and unconditionally any right I/we have or may have to confidentiality of the above-described information.

Waiver

I/we do hereby fully and unconditionally waive any and all claims or causes of action against San Miguel Regional Housing Authority, Telluride Housing Authority, and Town of Telluride, arising from, relating or attributable in any manner to the disclosure or distribution of confidential information supplied in support of my/our request for Exception as described above.

Name(s): _____

List all Previous Names: _____

Social Security Number(s): _____

Date(s) of Birth: _____

Current Address: _____

Home Number: _____

Work Number: _____

E-mail address: _____

Signature(s): _____

Application PART A (cont'd)
(complete one for each Household)

Affidavit of Household Application's Accuracy, Real Property Disposition Statement, Acknowledgement of Application Process, and Release of Information

I, _____, hereby certify that:

- I am the **authorized representative** to speak and sign on behalf of all other Household Members in the Household; and
- Every Household Member in this Application will be **occupying** the Mendota unit; and
- All of the information supplied in this application, including attachments, is **true and correct**; and
- I understand that **any misrepresentation of the facts** in this Application is cause for disqualification and/or additional legal remedies; and
- I understand that an **incomplete Application** will not be processed; and
- No Household Member has assigned, conveyed, transferred or otherwise **disposed of real property** within two years of the date of this Application without fair consideration in order to meet the net asset limitation or property ownership limitation; and
- I understand that the Colorado Housing and Finance Authority (CHFA) may release new annual **AMI income figures** for San Miguel County before this Application and that those numbers may change our Household's eligibility to own and occupy a Mendota unit; and
- I authorize the San Miguel Regional Housing Authority (SMRHA), on behalf of Block 23 Corporation, to undertake an **independent investigation of the facts**, contained in and related to all parts and attachments of this Application, including but not limited to loan applications, income documentation, and tax records, in order to officially determine our eligibility to own and occupy a Mendota unit per the Telluride Housing Guidelines Town Developed or Financed Housing Projects.

Notarized signature of Household Member authorized to speak and sign on behalf of all other Household Members

Date

STATE OF COLORADO)
) ss.
SAN MIGUEL COUNTY)

Sworn to, before me, by _____ on the _____ day of _____, 200__.

WITNESS my hand and official seal. My commission expires: _____.

Notary Public

***** **Application Part C** *****

(complete one for the Household, if applicable)

HOUSEHOLD NAME

This is the name that uniquely identifies your Application.

NUMBER OF HOUSEHOLD MEMBERS:

(last name) (first name) (middle name)

HOUSEHOLD MEMBER serving as SPOKESPERSON

Which Household Member, below, is authorized to speak and sign on behalf of all Members? _____
(name)

HOUSEHOLD MEMBER applying per Disabled or Elderly Status

(last name) (first name) (middle name)

Relationship to Household (check one): Owner____ Member of an Owner's immediate family____ (relationship:_____)

Mailing address: _____ Phone # (res.) _____

_____ Phone# (cell.) _____

E-mail address: _____ Phone # (bus.) _____

OTHER HOUSEHOLD MEMBER

(last name) (first name) (middle name)

Relationship to Household (check one): Owner____ Member of an Owner's immediate family____ (relationship:_____)

Mailing address: _____ Phone # (res.) _____

_____ Phone# (cell.) _____

E-mail address: _____ Phone # (bus.) _____

Please supply this same information for additional Household Members on another sheet of paper.

RESIDENCY WORKSHEET

Per the Guidelines, "A Household will qualify if a Household member is Disabled or Elderly and the Household has been residing within the boundaries of the Telluride R-1 School District for at least five (5) of the previous seven (7) years, or 12 months within the previous sixteen months immediately prior to the effective date of application for purchase of a Housing Unit".

Household has resided within the R-1 School District boundaries within the previous 16 months for _____ months at physical address(es) _____

OR

Household has resided within the R-1 School District boundaries for _____ years during the previous five years at physical address(es) _____

Please supplement with an additional piece of paper, if necessary, to show all physical addresses for the time frame.

*******Application Part C*******
(complete one for the Household, if applicable)

Affidavit of Disability Status

I certify that I, _____, meet the definition of "a person who has a physical or
(name)
mental impairment that substantially limits one or more major life activities; has a record of such impairment;
or is regarded as having such an impairment" as defined in Federal laws as contained in 29 U.S.C Section
706(8) and/or in the Americans with Disabilities Act of 1990.

I understand that only units F2, Studio A, and Studio B are ANSI-rated and that there is no guarantee by
THA that one of these units will be available to the Household when the Telluride Deed-Restricted Household
Application is approved.

Date: _____ By: _____
Notarized signature of Household Member authorized to sign on behalf
of Disabled Household Member

STATE OF COLORADO)
) ss.
SAN MIGUEL COUNTY)

Sworn to, before me, by _____ on the _____ day of _____,
200___. WITNESS my hand and official seal. My commission expires: _____.

Notary Public

Affidavit of Elderly Status

I certify that I, _____, meet the definition of elderly as defined in 24CFR100 et
seq. (name)

Date: _____ By: _____
Notarized signature of Household Member authorized to sign on behalf
of Elderly Household Member

STATE OF COLORADO)
) ss.
SAN MIGUEL COUNTY)

Sworn to, before me, by _____ on the _____ day of _____,
200___. WITNESS my hand and official seal. My commission expires: _____.

Notary Public

*******Application Part C*******
 (complete one for the Household, if applicable)

**Affidavit of Application’s Accuracy, Acknowledgement of Application Process,
 and Release of Information**

I, _____, hereby certify that:

- I am the authorized representative to speak and sign on behalf of all other Household Members in the Household; and
- Every Household Member in this Application will be occupying the Mendota unit; and
- All of the information supplied in this Application, including attachments, is true and correct; and
- I understand that any misrepresentation of the facts in this Application is cause for disqualification and/or additional legal remedies; and
- I understand that an incomplete Application will not be processed; and
- I authorize the San Miguel Regional Housing Authority (SMRHA), on behalf of Block 23 Corporation, to undertake an independent investigation of the facts, contained in and related to all parts and attachments of our Application in order to officially determine our eligibility to own and occupy a Mendota unit per the Telluride Housing Guidelines Town Developed or Financed Housing Projects.

**Notarized signature of Household Member authorized to speak and sign
 on behalf of all other Household Members**

Date

STATE OF COLORADO)
) ss.
 SAN MIGUEL COUNTY)

Sworn to, before me, by _____ on the _____ day of _____, 200__.

WITNESS my hand and official seal. My commission expires: _____.

 Notary Public