

Date Received VCA: _____

**TOWN OF MOUNTAIN VILLAGE HOUSING AUTHORITY
VILLAGE COURT APARTMENTS**

PHONE #: 970-728-9117 FAX #: 970-728-1318

TENANT APPLICATION & INFORMATION FORM

APARTMENT DESIRED: Phase I: STUDIO _____ 2 BDRM _____
Phase II/III: 1 BDRM _____ 3 BDRM _____

DESIRED MOVE-IN DATE: _____

1. TENANT INFORMATION

Name _____ Phone _____ H

Mailing Address _____ W

City, State, Zip _____

SOCIAL SECURITY # _____

DRIVER'S LICENSE # _____ STATE _____

Date of Birth _____

E-Mail Address _____

Tenants must present one of the following forms of identification by lease signing

- Valid Colorado State Drivers License / Valid Colorado State ID Card
- US Military ID Card / Coast Guard mariner document / Native American tribal document

2. TENANT MAXIMUM AND SHARED OCCUPANCY, INCLUDING TENANT LISTED ABOVE:

- STUDIO: (2) INDIVIDUALS
- 1 BDRM: (2) INDIVIDUALS, or A FAMILY OF (3)
- 2 BDRM: (4) INDIVIDUALS
- 3 BDRM: (6) INDIVIDUALS

2.1. Name _____ Relationship: _____

Social Security # _____ Driver's License: _____

2.2. Name _____ Relationship: _____

Social Security # _____ Driver's License: _____

2.3. Name _____ Relationship: _____

Social Security # _____ Driver's License: _____

2.4. Name _____ Relationship: _____

Social Security # _____ Driver's License: _____

2.5. Name _____ Relationship: _____

Social Security # _____ Driver's License: _____

3. EMERGENCY CONTACT: PARENT, BROTHER, SISTER or OTHER RELATIVE

Name _____

Address _____

City, State, Zip _____

Phone number _____

Relationship _____

4. PLEASE REVIEW THE ATTACHED POLICIES FOR: THE VCA WAIT LIST, APPLICATION/NOTIFICATION/APPROVAL PROCESS, THE TOWN OF MOUNTAIN VILLAGE HOUSING AUTHORITY GUIDELINES, & THE VCA RULES & REGULATIONS.

5. TENANT BACKGROUND / CREDIT CHECK/ AUTHORIZATION TO RELEASE INFORMATION:

I authorize Village Court Apartments to obtain a background check & credit history, if necessary, for a fee of \$30.00, payable to Village Court Apartments upon request. I authorize Village Court Apartments to obtain information from my previous landlord regarding rental and payment history, and to verify the information submitted on page 4 of this application. I authorize the Town of Mountain Village Housing Authority to verify employment and income status from my employer or any other sources.

SIGNATURE _____ **DATE** _____

Applicant (or Co-Signer) Consent
Applicant Screening and Criminal Search



I hereby consent to allow VILLAGE COURT APARTMENTS, through its designated agent, and its employees, to obtain and verify my credit information, including a criminal background check, for the purpose of determining whether or not to lease to me an apartment. I understand that should I lease an apartment, VILLAGE COURT APARTMENTS, and its agent shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for improving application methods.

Applicant Name _____

Signature _____

Date _____

Co-Signer Name _____

Signature _____

Date _____

Village Court Apartments

Town of Mountain Village Housing Authority

415 MOUNTAIN VILLAGE BOULEVARD SUITE 1 · MOUNTAIN VILLAGE, COLORADO 81435

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Rental Reference / History

Applicant must submit a letter of reference from current landlord

Current Address: _____

Landlord: _____ Phone #: _____

Move-In: _____ Lease Expiration: _____ Monthly Rent \$: _____

Reason for Desired Move: _____

Prior Address: _____

Landlord: _____ Phone #: _____

Move-In: _____ Move-Out: _____ Monthly Rent \$: _____

Reason for Moving: _____

Do you own real estate? Yes No

Have you ever been evicted from any rental premises? Yes No

Have you ever willfully & intentionally refused to pay rent when due? Yes No

Have you ever been convicted of any law violation? Yes No

Include Landlord/Tenant Court - Include any plea of "guilty" or "no contest" - Exclude traffic violations
A conviction will not necessarily disqualify an applicant for residency

If yes to any of the above questions, please explain: _____

SIGNATURE _____ DATE _____

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Employee Housing Qualification Questionnaire

Tenants are required to have employment within the Telluride / R-1 School District

TENANT NAME _____

EMPLOYER _____

EMPLOYEES CONTACT PERSON _____ PHONE # _____

EMPLOYEE BEGAN ON: _____

EMPLOYEE EARNS: _____ PER _____

EMPLOYEE WORKS:

- FULL TIME
- PART TIME

EMPLOYEE IS:

- YEAR ROUND
- SEASONAL

EMPLOYED WITHIN THE R-1 SCHOOL DISTRICT:

- YES
- NO

EMPLOYER SIGNATURE _____ DATE _____

At the time of move-in the following fees will be paid to the Town of Mountain Village Housing Authority:

- \$50 employee qualification fee per apartment
- \$10 employee qualification fee per each additional income earning occupant

The Town of Mountain Village Housing Authority maintains the right to verify income and employment status and for your employer to release information at any time upon request

TENANT SIGNATURE _____ DATE _____

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AFFIDAVIT – RESTRICTIONS ON PUBLIC BENEFITS

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that **(check one)**:

- I am a United States citizen.
- I am not a United States citizen but I am a Permanent Resident of the United States.
- I am not a United States citizen but I am lawfully present in the United States pursuant to Federal law.
- I am a foreign national not physically present in the United States.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Print

Date

Sign

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Village Court Apartments (VCA) Wait List Policy

When there are more applicants than apartment vacancies at VCA management will establish and maintain an applicant wait list. This wait list will order applicants by the date the application is received in the VCA office. When an apartment becomes available the first position applicant on the wait list will be contacted for possible residency. If management is unable to reach the applicant within 48 hours the applicant will be removed from the wait list.

The next position applicant will be then be contacted for the vacancy.

The Village Court Apartments are owned and operated by the Town of Mountain Village Housing Authority (TMVHA). The TMVHA reserves the right to give wait list preference for applicants who are Town of Mountain Village employees. Mountain Village employees may be offered first position placement on the wait list despite the date the application is submitted.

Applicants who will receive Section 8 vouchers as residents of VCA will be considered special condition applicants. These applicants will follow normal wait list positioning based on the date the application is received in the VCA office. If a Section 8 applicant waits for thirty (30) days without being assigned an apartment vacancy, an exception will then be made to provide wait list preference. After thirty (30) days the applicant will be moved to first position status in order to provide an apartment before the sixty (60) day voucher expiration date. In some cases an applicant will still be awaiting their Section 8 voucher after the 30 day exception period has positioned them at the first wait list spot. If this is the case, the applicant will remain at the first position until they receive their Section 8 voucher.

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Village Court Application, Notification, and Approval

A Village Court applicant must submit a completed Village Court application to apply for a position on the VCA wait list. Each applicant must submit a completed Village Court application including the "*Rental References-History*", page 4, the "*Employee Housing Qualification Questionnaire*", page 5, and the "*Affidavit- Restrictions on Public Benefits*", page 6.

In addition to the required \$ 30 application fee for a credit and rental history check, the applicant must submit a current pay-stub from an employer within the Telluride R-1 School District or current years Tax Form 1040. If the credit and rental history checks return positive results the applicant is considered approved for residency.

If the credit/history checks return negative results management may ask for additional information. In the case of negative results management reserves the right to deny residency at VCA.

Management will contact the approved applicant when a unit becomes available. If management is unable to reach the applicant within 48 hours the applicant will be removed from the list and the next position applicant will be contacted.

TOWN OF MOUNTAIN VILLAGE HOUSING AUTHORITY COMPLIANCE GUIDELINES for VILLAGE COURT APARTMENTS

The following guidelines pertaining to the initial qualification of rental applicants and the requalification of current residents at the time of lease renewal for VCA, have been adopted by the Town of Mountain Village Housing Authority (TMVHA).

QUALIFICATION of rental applications will be determined by the TMVHA. This is based on reported primary income earned in the Telluride R1 School District, which may not exceed the maximum income cap guidelines as established by the TMVHA, which may be amended annually.

All tenants who wish to renew their lease or transfer into a different apartment will need to requalify to determine their continued eligibility for the reduced rental rate. Requalification of a tenant does not obligate TMVHA to renew any lease. Lease renewal is at the sole discretion of TMVHA.

An applicant must be a Qualified Employee as set forth in Section 1(II)(D)(4) of Town of Mountain Village Ordinance No.1997-05.

The total household income of all persons over 16 years of age (excluding full-time students or household members legally exempt from claiming income) residing in the household must be reported. Also, any change in household income during the term of the lease period shall be reported to the manager at VCA within 30 days of such change.

VCA management will require a one-year lease from all qualified applicants who receive the reduced rental rate.

To determine that a person or household deciding to purchase an affordable housing unit meets all of the criteria set forth above, VCA management, or its designated agent, must review and have on file specific documentation that provides proof of: residency, employment and income. VCA management, or its designated agent, may request any or all of the following documentation. All information and documentation received will remain confidential.

- 1) Income Verification
 - a) Copies of the most recent two (2) years Federal income tax returns with W2's attached.
 - b) Current income and financial statements verified by the Applicant to be true and correct.
 - c) Social Security records or W2's for all of the years worked in the Town of Mountain Village.

- 2) Employment Verification
 - a) All W-2 forms from a minimum of the previous four (4) years.
 - b) Wage stubs (if W-2's are not available)
 - c) Employer(s) names, address, telephone and date of employment.
 - d) Housing office Employment Verification Form –signed by the employer(s)
 - e) Evidence of legal residency.
 - f) Landlord verification of residency, specific dates.

- g) Valid Colorado drivers license.
- h) Valid San Miguel County Voters Registration.
- i) Verification of telephone service in San Miguel County.
- j) Divorce Decree or Separation Agreement including alimony and child support guidelines. A copy must indicate that it has been entered into the record with all exhibits and supplements attached.

If the above documentation is unavailable, the Applicant must provide other documentation as requested by VCA Management or its designated agent.

In addition to the above information all leases are subject to the following requirements:

1. If income is expected to change significantly over the next 12 months, a statement as to anticipated income must be submitted.
2. Applicants must report to Village Court Apartments any employee housing allowance from employees or contributions towards rent from third parties for the determination of eligibility.
3. VCA maintains the right to contact current employers to verify income status and employment of tenants.

RENTAL RATES: VCA eligibility rate for reduces rents applies to tenancies that qualify under the HUD income guidelines as described above. Market rent (higher) is applies to all other tenancies. All rental rates established by TMVHA and may be amended annually.

TMVHA has established a scale rental structure within the affordable employee housing rental market for VCA tenants. This rent structure allows a reduced rental rate for qualifying permanent yearly leases and makes available employee housing at a higher rental rate under the following conditions:

1. Tenants who first qualified for lower rates through compliance with the approved VCA housing income guidelines but on review for recertification exceed the income requirements may continue to lease but at the higher market rental rate.
2. Tenants who allow persons other than those approved and listed on the lease as occupants, who fail to notify the VCA management of any change in income, or who provide false information regarding income, shall have their lease terminated immediately.
3. Tenants who do not submit for an annual requalification but who are allowed to renew their lease will automatically have their rents adjusted to the higher market rental rate.

VILLAGE COURT APARTMENTS

RULES AND REGULATIONS

Tenant shall comply with the following rules and regulations, which may be amended by Owner at any time without notice to Tenant.

1. For everyone's safety and security, management prefers to receive all funds in the form of a personal check, money order, cashier's check, credit card or certified funds.
2. Tenant and other authorized occupants ("Tenant") shall keep the apartment in a clean and sanitary condition.
3. Tenant shall promptly dispose of all garbage, rubbish and waste in a clean and sanitary manner at reasonable regular intervals. Large items shall not be left outside of trash receptacles. Tenant assumes all costs of fumigation and extermination of infestation occurring during the Tenant's residency if infestation occurs because of Tenant's neglect, including garbage left outside. No trash may be left outside the garbage cans or dumpsters!
4. Tenant shall properly use and operate all electrical, heating, plumbing, and other fixtures and appliances, and assume all costs incurred of repair resulting from misuse or abuse.
5. Tenant shall not destroy, deface or remove any part of the apartment or other Village Court Apartments ("VCA") property, including property in the common areas, or permit any member of the Tenant's family, guest, invitees or any person acting through, under or on behalf of the Tenant to do so.
6. Any damage to the apartment, VCA, or common areas, including curbs, sidewalks, and lawns, caused by the Tenant, Tenant's guests, movers, or employees or vehicles shall be paid for by the Tenant.
7. Tenant shall refrain from loud or boisterous noise, or any other objectionable behavior on the part of the Tenant or their guests, and shall not commence, suffer to permit any nuisance in, on, or about the apartment, or in any way annoy, molest or interfere with any of the surrounding neighbors.
8. Tenant shall not use utilities in a wasteful, unreasonable, or hazardous manner.
9. NO DOG SHALL BE KEPT OR HARBORED IN OR ABOUT THE APARTMENT, COMMUNITY OR COMMON AREAS. VISITATION OF PETS IS NOT ALLOWED.
10. NO bicycles, baby carriages, motorcycles, or other personal effects shall be stored in or near public walkways, stairways, laundry rooms or other public areas.
11. NO satellite dishes, wires, aerials for radio or television; or wires, ropes for clothes drying, or similar items shall be installed on the roof, decks or other parts of the building without prior written permission of the Owner.

12. All leaking faucets, toilets, windows and / or defect or potential defects in the apartment of appliances not in good working order shall be reported promptly to Owner. Tenant will be charged for damage resulting from negligence in reporting defects in the apartment.
13. Window sills and ledges shall not be used for storage of bottles, food, etc.
14. Dust mops, rugs, table cloths, and clothing shall not be shaken, cleaned or left in any window, doorway, deck, or landing.
15. NO awnings, draw shades or non-conforming curtains or drapes shall be installed on windows or the Apartment without written permission of Owner. No aluminum foil on windows shall be allowed.
16. Only small nails or non-adhesive hooks shall be used to hang pictures, mirrors, and decorative items on the walls of the Apartment.
17. NO painting, staining, or wallpapering in the Apartment shall be done without permission of Owner.
18. NO signs or placards shall be posted in or about the apartment, VCA, or common areas without written permission of Owner.
19. Toilets, sinks, and wash basins are to be used only for the purpose for which they were intended. No dust, rubbish, coffee grounds, diapers, sanitary napkins, tampons, etc., are to be put into same. Tenant shall be charged for the unplugging of toilets or repairing of garbage disposals due to misuse.
20. Tenant is not permitted access to the roof except in cases of an emergency.
21. The laundry room and its facilities shall be used only for washing and drying of the usual personal and household articles. No cleaning with flammable materials or dyeing of clothes in washing machines is permitted.
22. Tenant and guests only are allowed to park within the complex in designated parking spaces. Guests must park in visitor parking and must have a temporary parking permit. Unauthorized vehicles will be towed at Tenant or owner's expense. Motorcycles must be parked in assigned stalls only. ANY VEHICLE PARKED IN VIOLATION OF PARKING REGULATIONS AND SIGNS WILL BE TOWED AT THE VEHICLE OWNER'S EXPENSE.
23. NO waterbeds are permitted.
24. In the event of a lock-out, the Manager will arrange to assist. The charge assessed for lock-out assists between the hours of 8 a.m. to 5 p.m. is \$20; the charge for an assist from 5 p.m. to 8 a.m. is \$50. Lost key replacement fee is \$50 because the lock must be re-keyed.
25. NO use of power tools is permitted in the complex unless authorized by management.

26. NO automobiles, trailers, boats, motorcycles, campers or other motorized vehicles shall be stored or repaired (including changing motor oil) in any common area or in the VCA parking lot. Stored vehicles will be towed at the vehicle owner's expense.
27. For the safety of all individuals, the riding of bicycles, skateboards, roller blades, and all playing under the carport areas of buildings #10, #11, #12, and #14 in Village Court Apartments Phase II and Phase III – is not allowed.
28. For the safety of all individuals, no persons are allowed on the grounds behind Buildings #4, #5, #6 and #7.