

SAN MIGUEL REGIONAL HOUSING AUTHORITY

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

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 cannot 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, 4 or 5.

Sincerely,

SMRHA Staff

Town of Telluride
DEED RESTRICTION APPLICATION
For Purposes of Purchasing or Renting
Town Deed-Restricted Property

You must submit the following for an application to be considered complete:

- \$10.00 non-refundable Application Fee (make check payable to SMRHA)
- Completed application form (Please remember to have notarized where applicable.)
- Copies of complete tax returns for the last 2 years (this includes all W2s/1099s, schedules, etc.)
- Copies of your most recent paystub(s) (from any/all current employers) with year to date info.
- Lawful Presence Affidavit – this document should be obtained from the Telluride Town Clerk’s office in compliance with 2006 State Law House Bill 1023.
- Additional documentation necessary for employment verification (if applicable)
 - Multiple Certification of Employment pages
 - Local Business License (if self-employed)
 - Time logs, invoices, etc. (if self-employed)

If you believe you qualify by virtue of having a disability or meeting the retirement age guidelines, please contact our office for those specific certification pages.

SMRHA staff will evaluate the application for eligibility based on criteria in Sections 1 (**Common Policies**) and 2 (**Housing Mitigation Units**) or 3 (**Town-Constructed Units**) of the Telluride Affordable Housing Guidelines.

HOUSEHOLD INFORMATION
(Please Print)

Please indicate the unit for which you are applying: _____ (circle one) **Purchase or Rent** # of Bedrooms: _____

APPLICANT: _____

Mailing address: _____ Phone # (res.) _____

Phys. address: _____ Phone # (cell) _____

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

CO-APPLICANT (if applicable): _____

Mailing address: _____ Phone # (res.) _____

Phys. address: _____ Phone # (cell) _____

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

OTHER HOUSEHOLD MEMBERS:

_____ Relationship to Applicant(s): _____

_____ Relationship to Applicant(s): _____

_____ Relationship to Applicant(s): _____

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

1. How many years and months have you lived within the Telluride R-1 School District boundaries? _____ years _____ months
2. For what employer(s) do you work?

3. Is this work within the boundaries of the Telluride R-1 School District? ____ Yes ____ No
4. How many years and months have you worked there? _____
5. Counting previous employment, how many total years and months have you been employed within Telluride R-1 School District boundaries? _____ years _____ months
6. Please total your **gross income** of the past 12 months from the following sources:

_____ Individual
Household or Applicant

_____ **Income from employment**
 (includes income on W-2 and 1099 forms such as wages, salaries, overtime pay, commissions, fees, tips and bonuses, and any other employment income from partnerships or S corporations)

_____ **Benefit payments** (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**
 (includes interest from bank accounts or bonds, dividends from stocks or mutual funds, income distributed from trust funds, etc)

_____ **Re-occurring/one-time monetary gifts from family members**

_____ **Rental income** (includes income from renters/roommates)

_____ **Other capital income** (includes multiple-year capital gains, royalties)

===== **Other income (please specify)**

= _____ **TOTAL GROSS HOUSEHOLD INCOME**

7. Do you, your spouse, or any of your dependents own other **property** within the Telluride School District? Yes ____ No ____ . If yes, describe the type (free market, deed restricted; residential, commercial; improved, unimproved; etc.) and location of each such property:

8. Please complete the Net Assets Calculation Worksheets (pages 5-6) and enter your total household **net asset** here: _____.

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

IF YOU INTEND TO RENT, PROVIDE DEED-RESTRICTED RENTAL PROPERTY INFORMATION:

10. Owner's name (or contact person): _____

11. Owner's address: _____

12. Owner's phone: _____

13. Rental property address: _____ Unit # _____

Proposed Rent:

Gross rent is the contract rent + allowance for tenant paid utilities:

$$\begin{array}{rcccl} \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\ \text{Contract rent} & & \text{allowance for tenant} & & \text{Gross rent} \\ & & \text{paid utilities} & & \end{array}$$

APPLICANT'S CERTIFICATION & AUTHORIZATION
CERTIFICATION

Under penalty of perjury, the applicant certifies the following:

1. All information provided in this application, including attachments, submitted to the San Miguel Regional Housing Authority to rent or purchase Town of Telluride Deed Restricted Property are true, complete, and correct to the best of the Applicant's knowledge;
2. The Applicant has been given a standard application information packet by THA Staff; and,
3. The Applicant, on the basis of the application presented, believes that the Household qualifies to occupy the Housing Unit in question according to the Deed Restriction, these Guidelines and all other applicable procedures, rules and regulations.

Please note: Any material misstatement of fact or deliberate fraud by the Household in connection with any information supplied to THA shall be cause for immediate expulsion from the application process and/or forced sale of the Housing Unit.

AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

1. As a part of the application process to occupy Town of Telluride Deed Restricted property, the San Miguel Regional Housing Authority (SMRHA) may request any combination of documentation reasonably related to proof of income, assets, and employment. SMRHA may also 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__.

Applicant

Co-Applicant

STATE OF COLORADO)
) ss.
SAN MIGUEL COUNTY)

Sworn to, before me, by _____ on the _____ day of _____, 20__.

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

Notary Public

(Notary seal)

CERTIFICATION OF EMPLOYMENT
RELATED TO ELIGIBILITY TO OCCUPY AFFORDABLE HOUSING

Employer's 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 within the boundaries of the Telluride R-1 School District of San Miguel
County, and that the employment of said Employee began on (date) _____.

Date: _____ By: _____
(Employer signature)

The foregoing instrument was sworn to before me this ____ day of _____ 20____,
by _____.

WITNESS my hand and official seal.

My commission expires: _____

Notary Public

(Notary Seal)

Employee's Affidavit

I, _____, hereby declare under penalty of perjury that I am
employed by _____, that my principal place of employment is
_____, which is located within the boundaries of the Telluride R-1 School
District of San Miguel County, and that my employment there began on (date)_____.

Date: _____ By: _____
(Employee signature)

The foregoing instrument was sworn to before me this ____ day of _____ 20____,
by _____.

WITNESS my hand and official seal.

My commission expires: _____

Notary Public

(Notary Seal)

VERIFICATION OF EMPLOYMENT HOURS AND INCOME
RELATED TO ELIGIBILITY TO OCCUPY AFFORDABLE HOUSING

*****Note: To be completed by your employer(s) or, if you are self-employed, by yourself.*****

Date: _____

This document serves to verify the employment hours and income for the following Employee:

Employee began employment with _____ on (date) _____.
(Company)

If no longer employed by you, the Employee's last date of employment was _____.

Employee is (was) employed as _____.
(Job title)

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

If seasonal, Employee typically works (worked) **from** _____ **to** _____.

Employee works (worked) an average of _____ **hours per week**.

Employee works (worked) a total of _____ **weeks per year**.

Employee works (worked) a total of _____ **hours per year**.

Employee earns (earned) **income** of \$ _____ per _____.

Signed:

Employer's signature

Contact telephone number

Employer's name and job title

Net Asset Calculation Worksheet

Assets (What you <u>own</u>)			Check If Jointly Held
	<u>Applicant</u>	<u>Co-Applicant (if any)</u>	
Cash:			
Cash On Hand	\$ _____	\$ _____	_____
Checking Account	\$ _____	\$ _____	_____
Saving Account	\$ _____	\$ _____	_____
Money Market Funds	\$ _____	\$ _____	_____
Cash Value of Life Insurance	\$ _____	\$ _____	_____
Anticipated Gift(s) towards Down Payment	\$ _____	\$ _____	_____
Other	\$ _____	\$ _____	_____
Real Estate / Property (Fair Market Value):			
Home(s) in San Miguel County	\$ _____	\$ _____	_____
Land in San Miguel County	\$ _____	\$ _____	_____
Home(s) outside San Miguel County	\$ _____	\$ _____	_____
Land outside San Miguel County	\$ _____	\$ _____	_____
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	\$ _____	\$ _____	_____
<hr/>			
Individual Assets	\$ _____	+ \$ _____	
Total Gross Household Assets	= \$ _____		

Liabilities (What you <u>owe</u>)			
	<u>Applicant</u>	<u>Co-Applicant (if any)</u>	Check If Jointly Held
Current Debts:			
Household e.g., Lease Obligation	\$ _____	\$ _____	_____
Business	\$ _____	\$ _____	_____
Medical	\$ _____	\$ _____	_____
Credit Cards	\$ _____	\$ _____	_____
Department Store Cards	\$ _____	\$ _____	_____
Back Taxes	\$ _____	\$ _____	_____
Legal	\$ _____	\$ _____	_____
Other	\$ _____	\$ _____	_____
Mortgages:			
Home(s) in San Miguel County	\$ _____	\$ _____	_____
Land in San Miguel County	\$ _____	\$ _____	_____
Home(s) outside San Miguel County	\$ _____	\$ _____	_____
Land outside San Miguel County	\$ _____	\$ _____	_____
Other	\$ _____	\$ _____	_____
Loans:			
Bank / Finance Company	\$ _____	\$ _____	_____
Bank / Finance Company	\$ _____	\$ _____	_____
Automobile	\$ _____	\$ _____	_____
Recreational Vehicle / Boat	\$ _____	\$ _____	_____
Education	\$ _____	\$ _____	_____
Life Insurance loan	\$ _____	\$ _____	_____
Personal (from family and/or friends)	\$ _____	\$ _____	_____
Business	\$ _____	\$ _____	_____
Other	\$ _____	\$ _____	_____
<hr/>			
Individual Liabilities	\$ _____	+	\$ _____
Total Household Liabilities	= \$ _____		

Total Assets	Minus	Total Liabilities	=	Household Net Assets
\$ _____	--	\$ _____	=	\$ _____