

**SHANDOKA USE ONLY**

RECEIVED BY & DATE	FEE PAID & DATE	APPROVED BY & DATE
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**SHANDOKA APPLICATION**

820 Black Bear Rd #G17, PO Box 840, Telluride, CO 81435

Tel: (970) 728-3034 x1 Fax: (970) 728-5371

email: djohnson@telluride-co.gov

*Required for each Occupant, 18 years and older for New Leases, Waiting Lists and Change of Tenancy*

APPLICANT NAME		DATE
CURRENT MAILING ADDRESS		CITY, STATE, ZIP
PHYSICAL ADDRESS		CITY, STATE, ZIP
HOME PHONE	CELL PHONE	WORK PHONE
DATE OF BIRTH	SOCIAL SECURITY NUMBER	EMAIL ADDRESS

**CONTACT PREFERENCE**

\_\_\_ HOME PHONE    \_\_\_ CELL PHONE    \_\_\_ WORK PHONE    \_\_\_ EMAIL

APARTMENT SIZE PREFERENCE (Check all acceptable sizes)    \_\_\_ 1    \_\_\_ 2    \_\_\_ 3    \_\_\_ 4

STORAGE DESIRED?    \_\_\_ YES    \_\_\_ NO

APPLICANT GROSS INCOME FOR PREVIOUS CALENDAR YEAR: \_\_\_\_\_

**DEPENDENTS**

NAME	DATE OF BIRTH
NAME	DATE OF BIRTH
NAME	DATE OF BIRTH

**EMERGENCY CONTACT INFORMATION**

NOTIFY IN EMERGENCY	PHONE
NEAREST RELATIVE NOT LIVING WITH YOU	RELATIONSHIP
ADDRESS	PHONE

Do you, your spouse, your dependents or any other proposed occupant of the unit own improved residential property within the Telluride R-1 School District? (Check one)    \_\_\_ Yes    \_\_\_ No

**RENTAL HISTORY**

Have you been a resident of Shandoka before? (Check one)  Yes  No

IF YES, WHEN AND HOW LONG:	REASON FOR LEAVING:
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PREVIOUS OR CURRENT LANDLORD NAME	LANDLORD PHONE
RENTAL ADDRESS	MONTHLY RENT AT MOVE-OUT
WHEN AND HOW LONG:	REASON FOR LEAVING:

**EMPLOYMENT HISTORY - PREVIOUS 12 MONTHS**

EMPLOYER		JOB TITLE
ADDRESS		PHONE
AVERAGE HRS / WK	HOURLY PAY	<input type="checkbox"/> Year-round <input type="checkbox"/> Seasonal (Check one)
FROM	TO	

EMPLOYER		JOB TITLE
ADDRESS		PHONE
AVERAGE HRS / WK	HOURLY PAY	<input type="checkbox"/> Year-round <input type="checkbox"/> Seasonal (Check one)
FROM	TO	

EMPLOYER		JOB TITLE
ADDRESS		PHONE
AVERAGE HRS / WK	HOURLY PAY	<input type="checkbox"/> Year-round <input type="checkbox"/> Seasonal (Check one)
FROM	TO	

EMPLOYER		JOB TITLE
ADDRESS		PHONE
AVERAGE HRS / WK	HOURLY PAY	<input type="checkbox"/> Year-round <input type="checkbox"/> Seasonal (Check one)
FROM	TO	

**OCCUPANCY REQUIREMENTS**

- 1 Neither you, your spouse, your dependents or any other occupant of the unit may own improved residential property within the Telluride R-1 School District.
- 2 The combined total yearly income for the last tax year, for all occupants 18 years and older, living in the Shandoka Apartment, cannot exceed five times the yearly housing cost of the apartment.
- 3 Proof of legal residence in the United States through a Lawful Presence Affidavit is required.
- 4 Maximum occupancy per unit is 2 persons per bedroom
- 5 Minimum local employment at a rate of 1000 hours per year is required for most applicants. Other qualifications may apply for Elderly, Handicapped, Disabled or Low-income applicants.

APPLICANT NAME

**REPRESENTATIONS AND AUTHORIZATIONS**

- 1 All of the information supplied in the application, including attachments, is true and correct. I understand that any misrepresentation of the facts in this application is cause for denial of tenancy.
- 2 I authorize Shandoka Apartments, on behalf of the Telluride Housing Authority, 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 tax records, in order to officially determine eligibility to occupy a Shandoka unit per the Telluride Housing Authority Employee Qualification and Waiting List Policy.
- 3 Shandoka Apartments reserves the right to deny tenancy to any applicant due to a poor score as reported by [www.saferent.com](http://www.saferent.com). This score reflects credit history, rental history, Colorado criminal background and a multi-state sex-offender status.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**PLEASE SUBMIT APPLICATION WITH A COPY OF YOUR MOST RECENT FEDERAL INCOME TAX AND W-2'S AND 2 RECENT PAY STUBS FROM CURRENT EMPLOYER.**

# Telluride Housing Authority (THA) EMPLOYMENT CERTIFICATION

**Attention Employer:** Your current or future employee wants to rent/ is renting a Shandoka apartment. To do so, the individual's employment status and income must meet the eligibility parameters specified by the Town of Telluride. Please provide the following information completely and accurately. If you have any questions, please call 970.728-3034 ext-1.

## Release of Employment Information

I authorize the below-named Employer to release any and all information requested by The Telluride Housing Authority (THA) or its Designee for the purpose of verifying my employment. This authorization will terminate immediately upon the expiration of my Lease with Shandoka.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## **TO BE COMPLETED BY EMPLOYER:**

Employee Name \_\_\_\_\_

Title/Position Held \_\_\_\_\_

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Date Hired \_\_\_\_\_ Employee is: (check one) Year Round \_\_\_\_\_ Seasonal \_\_\_\_\_

Employee works: \_\_\_\_\_ HOURS per Week \_\_\_\_\_ WEEKS per Year

Employee is paid: \$ \_\_\_\_\_ per Hour **OR** Salary of \$ \_\_\_\_\_ per \_\_\_\_\_

How many pay periods per month? \_\_\_\_\_ Gross wage: \$ \_\_\_\_\_ per pay period

I certify that the above is true and correct to the best of my knowledge.

Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer's Name \_\_\_\_\_ Title \_\_\_\_\_

Employer's Phone \_\_\_\_\_

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**LAWFUL PRESENCE AFFIDAVIT**  
**(To be completed by staff at the Telluride Town Hall)**

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, or

\_\_\_\_\_ I am a legal Permanent Resident of the United States, or

\_\_\_\_\_ I am otherwise lawfully present in the United States pursuant to Federal law.

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 a 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 Statutes 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Per HB 06S-1023 and the Colorado Department of Revenue Emergency Rules for Lawful Presence, you must provide the original of one of the following IDs.

- o Colorado Driver's License
- o Colorado ID card
- o Military IDs
- o Coast Guard mariner document
- o Native American tribal document

Until March 1, 2007, you may instead provide the original of one of the following IDs.

- o Certificate verifying naturalized status w/ photo and embossed seal of issuing agency
- o Certificate verifying United States citizenship w/photo and embossed seal of issuing agency
- o Valid driver's license or ID card w/photo issued by a state that verifies lawful presence
- o Valid immigration documents demonstrating lawful presence and verified through the Systematic Alien Verification for Entitlements system.

County of San Miguel  
State of Colorado

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

by \_\_\_\_\_.

WITNESS MY HAND AND OFFICIAL SEAL.

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(My Commission Expires)

# Telluride Housing Authority

## Shandoka Rent Rates

Unit Type	Size (sq ft)	2012 Rates	
		Rent	Security Deposit

### Phase I - Buildings A & B (Includes Heat, Hot Water paid by Tenant)

1 Bedroom/1 Bath	476	\$733.00	\$1,100.00
2 Bedroom/1 Bath	704	\$990.00	\$1,485.00
2 Bedroom/1 Bath	770	\$1,068.00	\$1,602.00
3 Bedroom/1 Bath	943	\$1,315.00	\$1,973.00

### Phase II - Buildings C, D & E (Includes Heat & Hot Water)

1 Bedroom/1 Bath	476	\$762.00	\$1,143.00
2 Bedroom/1 Bath	704	\$1,021.00	\$1,532.00
2 Bedroom/2 Bath/Loft	728	\$1,177.00	\$1,766.00
3 Bedroom/1 Bath	943	\$1,354.00	\$2,031.00
3 Bedroom/2 Bath/Loft	1025	\$1,516.00	\$2,274.00

### Phase III - Building F (Includes Heat & Hot Water)

2 Bedroom/1 Bath	778	\$1,048.00	\$1,572.00
3 Bedroom/2 Bath	1018	\$1,343.00	\$2,015.00
4 Bedroom/2 Bath	1128	\$1,604.00	\$2,406.00

### Phase IV - Buildings G & H (Includes Heat & Hot Water, Separate Storage Unit)

1 Bedroom/1 Bath	532	\$796.00	\$1,194.00
2 Bedroom/1 Bath	784	\$1,048.00	\$1,572.00
3 Bedroom/2 Bath	1008	\$1,345.00	\$2,018.00

### Storage Units (Located in Phases I & II)

Small	20	\$30.00	
Large	25	\$35.00	

2012 rents apply to all new leases starting on or after January 1, 2012.

Current tenants who renew a lease on or after January 1, 2012 will begin paying 2012 rates upon renewal.

# SHANDOKA APARTMENTS

## Application, Waiting List and Leasing Guidelines

1. All prospective tenants must submit a COMPLETE application with a \$10.00 application fee. Submitted applications are reviewed for eligibility and if qualified, the applicant's name is placed on the Shandoka waiting list as of the date of receipt. Prospective tenants will be required to pay an additional \$20.00 prior to signing a lease to cover the cost of a background check.
2. When a waiting list applicant is advised of upcoming availability, they will have one business day to respond before the unit is offered to the next applicant. It is the applicant's responsibility to keep current contact information on file with the Shandoka office.
3. If an applicant accepts the offer of a lease for the unit, Shandoka Apartments requires payment of \$250.00 towards the security deposit. In certain cases, a signed pre-lease agreement to hold the unit may be required if the move in date is uncertain.
4. Upon occupancy of the unit, the tenant is required to pay the first month's rent in full (prorated if the move-in date is in the middle of the month).
5. The required security deposit is 1½ times the monthly rent. The security deposit is due in full at move-in. If the applicant is unable to pay in full, a payment plan may be set up that requires payment of one third of the deposit at move-in with the remainder due within the next two calendar months following move-in. Shandoka charges a one-time non-refundable \$25.00 finance charge to set up a security deposit payment plan.
6. The monthly rent is due the first of every month of the lease term. If no rent payment is submitted by the 10<sup>th</sup> of the month, a \$25.00 late fee will be charged. A late fee of \$25.00 will be charged for any other payments due on the 10<sup>th</sup> day following the due date.
7. Tenants are responsible for paying for their unit's electric service. Tenants must provide Shandoka with proof that electrical service is in the tenant's name as of the first day of the lease agreement.
8. PETS are **NOT** allowed on the premises at Shandoka Apartments. The Marshal's Department will be advised if stray pets are present on the premises.
9. The total yearly income for all unit occupants may not exceed five times the yearly housing cost of the unit, this includes rent plus utilities.
10. For security reasons, the Shandoka Office cannot accept payments in cash. Post Office money orders are recommended if you do not have a checking account.
11. Shandoka Apartments only offers 12-month lease agreements and there is no sub-letting allowed. If a tenant moves out before the end of the lease term, the tenant will be responsible for payment of rent on the unit until the lease term ends or Shandoka is able to rent the unit again (in addition to any maintenance and cleaning charges due as the result of the move – expect to be charged \$150-300 for carpet cleaning).
12. Changes in tenants require prior approval of the Housing Manager and submission of a completed application by the new tenant. Changes in tenants require the execution of a change in tenant agreement which transfers ownership of the security deposit from old tenant to new tenant and acknowledges acceptance of the unit in its current condition by the new tenant.
13. Tenants are required to notify Staff in writing at least 45 days prior to move out. If Tenants do not give adequate notice prior to vacating the apartment, THA shall extend the lease on a month to month basis until either sufficient notice is given or until a new Tenant is found.
14. All occupants of any Shandoka unit must submit employment certifications (and income in certain cases) to renew their lease. Failure to provide required documentation may result in lease renewal being denied.