



**Resident Application
Requirements Checklist**
(12/2018)

OFFICE USE ONLY

APPLICANT NAME	RECEIVED BY AND DATE	APPROVED BY AND DATE
----------------	----------------------	----------------------

Thank you for your interest in the Telluride Housing Department!

Ideal Move-In Date

Building(s) applying for:

- _____ Shandoka Apartments
- _____ Virginia Placer Apartments
- _____ Boarding House
- _____ Tiny Homes

Additional Services Requested:

- _____ Additional Resident for a New Apartment Offer (New Apartment _____)
- _____ Change of Tenant for an Existing Lease (Apartment _____)
- _____ Apartment Transfer for an Existing Tenant (Current Apartment _____)

Application Checklist (This checklist provides a summary of the items required to be approved as a resident or to be placed on the waiting list.)

- _____ Resident Application Form
- _____ Signed Release of Rental History, Credit and Background Information
- _____ Verification of Employment (or of alternative qualification standard)
- _____ Notarized Lawful Presence Affidavit completed by the Town Clerk's Office
- _____ Copy of current Photo ID
- _____ \$10 Waiting List Fee

At the time of a New Apartment Offer, Waiting List applicants will also be asked to provide:

- _____ \$40 Background Check Fee (can be billed to apartment account for Tenant Changes)

**If no units are available at the time the applications is received, your name will be added to our waitlist(s).*

2020 Shandoka Rents

Unit Type	12 Mo Lease	6 Mo Lease	MtM Extension	New Deposit	Minimum Income	Income Limit Household	Income Limit Bedroom
	All Tenants	All Tenants	All Tenants				
	2020	2020	2020	2020	2020	2020	2020

Phase I - Buildings A & B

1 Bedroom/1 Bath	\$864.00	\$885.00	\$907.00	\$1,296.00	\$26,806.50	\$53,613.00	\$53,613.00
2 Bedroom/1 Bath	\$1,149.00	\$1,177.00	\$1,207.00	\$1,724.00	\$35,658.00	\$71,316.00	\$35,658.00
3 Bedroom/1 Bath	\$1,479.00	\$1,515.00	\$1,553.00	\$2,219.00	\$45,895.50	\$91,791.00	\$30,597.00
4 Bedroom/2 Bath	\$1,665.00	\$1,706.00	\$1,748.00	\$2,498.00	\$51,660.00	\$103,320.00	\$25,830.00

Phase II - Buildings C, D & E

1 Bedroom/1 Bath	\$864.00	\$885.00	\$907.00	\$1,296.00	\$26,806.50	\$53,613.00	\$53,613.00
2 Bedroom/1 Bath	\$1,149.00	\$1,177.00	\$1,207.00	\$1,724.00	\$35,658.00	\$71,316.00	\$35,658.00
2 Bedroom/2 Bath/Loft	\$1,322.00	\$1,355.00	\$1,388.00	\$1,983.00	\$41,013.00	\$82,026.00	\$41,013.00
3 Bedroom/1 Bath	\$1,479.00	\$1,515.00	\$1,553.00	\$2,219.00	\$45,895.50	\$91,791.00	\$30,597.00
3 Bedroom/2 Bath/Loft	\$1,587.00	\$1,627.00	\$1,667.00	\$2,381.00	\$49,266.00	\$98,532.00	\$32,844.00

Phase III - Building F

2 Bedroom/1 Bath	\$1,185.00	\$1,214.00	\$1,243.00	\$1,778.00	\$36,760.50	\$73,521.00	\$36,760.50
3 Bedroom/2 Bath	\$1,510.00	\$1,548.00	\$1,585.00	\$2,265.00	\$46,872.00	\$93,744.00	\$31,248.00
4 Bedroom/2 Bath	\$1,698.00	\$1,741.00	\$1,783.00	\$2,547.00	\$52,699.50	\$105,399.00	\$26,349.75

Phase IV - Buildings G & H

1 Bedroom/1 Bath	\$898.00	\$921.00	\$943.00	\$1,347.00	\$27,877.50	\$55,755.00	\$55,755.00
2 Bedroom/1 Bath	\$1,185.00	\$1,214.00	\$1,243.00	\$1,778.00	\$36,760.50	\$73,521.00	\$36,760.50
3 Bedroom/2 Bath	\$1,510.00	\$1,548.00	\$1,585.00	\$2,265.00	\$46,872.00	\$93,744.00	\$31,248.00

Separate Storage Included in Rent

Storage Units

Small	\$25.00
Medium	\$30.00
Large	\$35.00

Effective January 1, 2020 or upon Lease renewal

Rent includes Heat, Hot & Cold Water, Sewer, Trash and Recycling

2020 Virginia Placer Rents

Unit Type	12 Mo Lease	6 Mo Lease	MtM Extension	New Deposit	Minimum Income	Income Limit Household	Income Limit Bedroom
	All Tenants	All Tenants	All Tenants				
	2020	2020	2020	2020	2020	2020	2020

Building One

Studio	\$898.00	\$920.00	\$942.00	\$1,347.00	\$27,184.50	\$54,369.00	\$54,369.00
2 Bedroom/1 Bath	\$1,478.00	\$1,515.00	\$1,552.00	\$2,217.00	\$22,380.75	\$89,523.00	\$44,761.50
2 Bedroom/1.75 Bath	\$1,509.00	\$1,546.00	\$1,585.00	\$2,264.00	\$45,706.50	\$91,413.00	\$91,413.00

Separate Storage Included in Rent

Tiny Homes

190sf/100sf Loft	\$739.00	\$758.00	\$777.00	\$1,109.00	\$22,396.50	\$44,793.00	\$44,793.00
------------------	----------	----------	----------	------------	-------------	-------------	-------------

Boarding House

Double Occupancy	\$401.00			\$500.00	\$12,128.00	\$44,793.00	
Single Occupancy	\$472.00			\$500.00	\$14,175.00	\$46,147.00	

**Rent includes Heat, Hot & Cold Water, Sewer, Trash and Recycling*

**All leases are required to start with a one year term. After the renewal process other options are available.*



**Resident Application
Form
(05/2018)**

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
CURRENT 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 PREFERENCES

SHANDOKA APARTMENTS	_____ 1BR _____ 2BR _____ 3BR _____ 4BR
VIRIGINA PLACER COMPLEX	_____ STU _____ 2BR _____ TINY HOME
BOARDING HOUSE	_____ DOUBLE _____ SINGLE

OTHER HOUSEHOLD MEMBERS

Maximum Occupancy is two persons per bedroom

NAME	RELATIONSHIP	AGE _ 0-17 _ 18-64 _ 65 +
NAME	RELATIONSHIP	AGE _ 0-17 _ 18-64 _ 65 +
NAME	RELATIONSHIP	AGE _ 0-17 _ 18-64 _ 65 +
NAME	RELATIONSHIP	AGE _ 0-17 _ 18-64 _ 65 +
NAME	RELATIONSHIP	AGE _ 0-17 _ 18-64 _ 65 +
_____ NONE _____ OTHER RESIDENTS ARE UNKNOWN AT THIS TIME		

EMERGENCY CONTACT INFORMATION

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

TELLURIDE HOUSING DEPARTMENT USE ONLY

RENTAL HISTORY

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

IF YES, DATES OF RESIDENCE	REASON FOR LEAVING:
----------------------------	---------------------

PREVIOUS OR CURRENT LANDLORD NAME	MONTHLY RENT	LANDLORD PHONE
-----------------------------------	--------------	----------------

RENTAL ADDRESS	CITY, STATE, ZIP
----------------	------------------

DATES OF RESIDENCE:	REASON FOR LEAVING:
---------------------	---------------------

PREVIOUS LANDLORD NAME	MONTHLY RENT	LANDLORD PHONE
------------------------	--------------	----------------

RENTAL ADDRESS	CITY, STATE, ZIP
----------------	------------------

DATES OF RESIDENCE:	REASON FOR LEAVING:
---------------------	---------------------

EMPLOYMENT & INCOME - PREVIOUS 12 MONTHS

What was your gross income for the previous calendar year? \$ _____

What is your expected gross income for the current calendar year? \$ _____

EMPLOYER	JOB TITLE
----------	-----------

ADDRESS	PHONE
---------	-------

AVERAGE HRS / WK	HOURLY PAY	_____ Year-round	
FROM	TO	_____ Seasonal	(Check one)

EMPLOYER	JOB TITLE
----------	-----------

ADDRESS	PHONE
---------	-------

AVERAGE HRS / WK	HOURLY PAY	_____ Year-round	
FROM	TO	_____ Seasonal	(Check one)

EMPLOYER	JOB TITLE
----------	-----------

ADDRESS	PHONE
---------	-------

AVERAGE HRS / WK	HOURLY PAY	_____ Year-round	
FROM	TO	_____ Seasonal	(Check one)

EMPLOYER	JOB TITLE
----------	-----------

ADDRESS	PHONE
---------	-------

AVERAGE HRS / WK	HOURLY PAY	_____ Year-round	
FROM	TO	_____ Seasonal	(Check one)

CERTIFICATION OF ELIGIBILITY TO OCCUPY

I certify that the information contained in this application is true and complete. I further certify that:

1 Neither I, my spouse, my dependents nor any other occupant of the unit owns improved residential property within the boundaries of the Telluride R-1 School District.

2 I am a qualified resident based on one of the following criteria **(CHECK ONE):**

- Shandoka Apartments** I have been employed within the boundaries of the Telluride R-1 School district for at least 1000 hours in the previous 12 months or can demonstrate secured future employment at an equal or greater rate.
- Virginia Placer / Tiny Homes** I have been employed within the boundaries of the Telluride R- 1 School district for at least 12 months with a minimum of 1400 hours worked.
- Boarding House** I have been employed within the boundaries of the Telluride R-1 School district for at least 20/hrs. per week for at least 3 months or can demonstrate secured future employment at an equal or greater rate.
- I am over 65 or have a disability and I have lived within the boundaries of the Telluride R-1 School district for the previous 12 months or longer.
- I have been issued a HUD rental subsidy voucher which is allowed to be used within San Miguel County.

3 I am a legal resident of the United States.

4 The total gross income of my household does not/will not exceed the income limit for my intended residence at time of move in.

I understand that all of the above certifications must remain true for the duration of my residency and that the Telluride Housing Department may either terminate or decline to renew my lease if these certifications are no longer true.

I understand that the Telluride Housing Department may at any time undertake an independent investigation of the facts contained in my application. I understand that any misrepresentation made in this application is cause for denial of tenancy or immediate termination of my lease.

Applicant Signature

Date



Release of Information

(05/2018)

OFFICE USE ONLY

APPLICANT NAME

FEE PAID AND DATE

AUTHORIZATION TO RELEASE INFORMATION

I authorize Telluride Housing Department, 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 my Resident Application in order to officially determine eligibility to occupy a rental unit per the Telluride Housing Authority Employee Qualification and Waiting List Policy. This investigation may include but is not limited to:

1. Contacting current and previous employers to verify employment dates, hours and pay rate.
2. Contacting current and previous landlords to verify residency dates, payment history, lease compliance and care of property.
3. Reviewing publicly available San Miguel County property records.
4. Reviewing publicly available records of local law enforcement.
5. Requesting an online background check that includes credit history, rental history, criminal background and multi-state sex-offender status. Telluride Housing Department currently uses CoreLogic SafeRent for this purpose. Additional information about this service is available online at: <http://www.corelogic.com/landing-pages/SafeRent-Consumer.aspx>

This authorization continues throughout my residency at any rental with the Telluride House Department and expires when my lease ends and I have vacated and surrendered the premises.

I understand that Telluride Housing Department reserves the right to deny occupancy to any Applicant or terminate the lease of any Resident due to failure to meet the criteria of the Qualification Policy, misrepresentation of facts on the Application, or any other reason that in the sole judgment of the Telluride Housing Department indicates potential risk to the facility, to the health, safety and quiet enjoyment of the residents or in any other way indicates that the Applicant or Resident is a poor fit with the rental housing community.

I hereby authorize the individuals contacted in this investigation to release relevant information to Telluride Housing Department.

Signature

Date

Telluride Housing Authority (THA) EMPLOYMENT CERTIFICATION

(rev. 05/2018)

Attention Employer: Your current or future employee wants to rent/is renting with Telluride Housing Department. To do so, the individual's employment status and income must meet the eligibility requirements specified by the Town of Telluride. Please provide the following information completely and accurately. If you have any questions, please call (970) 728-3034 x1.

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.

Yo autorizo al Empleador mencionado abajo para liberar cualquier y toda información solicitada por el Telluride Housing Authority (THA) o su designado con el propósito de verificar mi empleo. Esta autorización terminará inmediatamente después de la expiración de mi contrato.

Employee's Signature/Firma de Empleado _____

_____ Date/Fecha

TO BE COMPLETED BY EMPLOYER:

Employee Name _____

Title/Position Held _____

Name of Business _____

Address of Business _____

Date Employee began/will begin employment _____

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

Employee's position is:

_____ Year Round _____ HOURS per Week _____ WEEKS per Year

_____ Winter Seasonal _____ HOURS per Week

beginning date _____ ending date _____

_____ Summer Seasonal _____ HOURS per Week

beginning date _____ ending date _____

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

Employee is paid: _____ Weekly _____ Bi-weekly _____ Twice per month _____ Monthly

Gross wage: \$ _____ per pay period

Does Employee receive tips? _____ Yes _____ No

Estimated tips: \$ _____ 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

Contact Phone #

Contact Email

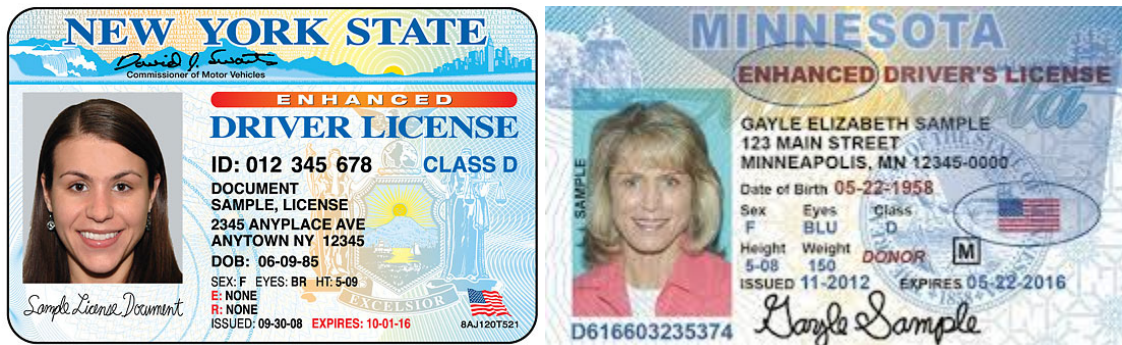
Driver Licenses issued by most states provide proof of lawful presence. Beginning October 1, 2021 all Real ID licenses will all include a star symbol to confirm lawful presence. Examples:



Until then, licenses from all but the following states may be used for proof of lawful presence. The states below issue licenses to unauthorized immigrants. As such, current driver licenses from these states which do not include the star symbol are unacceptable for proof of lawful presence:

- | | | | | | |
|-------------|----------|------------|------------|---------|----------------------|
| California | Delaware | Maryland | New Mexico | Utah | Washington |
| Colorado | Hawaii | Nevada | New York | Vermont | District of Columbia |
| Connecticut | Illinois | New Jersey | Oregon | | |

Enhanced Driver Licenses (EDL's) also provide proof of lawful presence. New York, Vermont, Michigan, and Minnesota currently issue EDLs as well as Real ID compliant licenses. Washington state issues *only* EDLs. (EDLs may or may not include a star; regardless, EDLs provide proof of lawful presence.) Examples of EDL's:



Other documents which provide proof of lawful presence once validated with SAVE:

- Unexpired Foreign Passport accompanied by an "I-94" (look for "until" date)
- Unexpired Foreign Passport bearing unexpired "Processed for I-551" stamp or with unexpired "Temporary I-551" visa attached
- "I-94" with refugee or asylum status
- Unexpired "Resident Alien", "Permanent Resident", "Temporary Resident" or "Employment Authorization" card.

Telluride Housing Department

Application, Waiting List and Leasing Procedures

(rev. 05/2018)

Applications and Waiting List

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 waiting list as of the date of receipt.
2. **It is the applicant's responsibility to inform the office of changes in contact information.** Staff will contact applicants by phone or email to advise them of upcoming apartment availability. Failure to respond to an attempted contact to make an apartment offer will result in removal from the waiting list.
3. THD Office typically sends a letter via US Mail twice per year asking applicants to confirm their desire to stay on the waiting list. **Failure to respond to a confirmation letter will result in removal from the waiting list.**

Eligibility

4. All prospective tenants must meet the requirements of the rental qualification Policy. Eligibility is based on one of the following criteria:
 - a. For Shandoka Apartments working at least 1000 hours and for Virginia Placer and Tiny Homes working at least 1400 hours per year within the boundaries of the Telluride R-1 School District. For the Boarding House working within the boundaries of the Telluride R-1 School District at least 450 hours or can demonstrate intent to do so within the next 3 months; or,
 - b. Being elderly or having a significant disability that prevents meeting the employment requirement; or,
 - c. Having a current rental subsidy voucher issued by HUD.Prospective tenants may not own improved residential property within the boundaries of the Telluride R-1 School District.
5. All prospective tenants must demonstrate Lawful Presence in the United States. Lawful Presence may only be certified in person at the Telluride Town Clerk's office.
6. The total yearly income for all apartment occupants may not exceed five times the yearly housing cost of the apartment, this includes rent plus utilities. See the Rent Schedule for the limits that apply to specific apartment types.

Apartment Offers

7. When a waiting list applicant is advised of upcoming availability, they will have at least one business day to respond before the apartment is offered to the next applicant. Failure to respond will result in removal from the waiting list.
8. Telluride Housing Department only offers 12-month lease agreements to new tenants applying for Shandoka Apartments, Virginia Placer and the Tiny Homes. No sub-letting of these properties is allowed. The Boarding house offers a minimum of a 3-month lease and there is also no sub-letting allowed.
9. If an applicant accepts the offer of a lease for the apartment, the applicant must:
 - a. Submit completed applications for all prospective adult occupants of the apartment. All prospective tenants must agree to a background check including rental history, income, credit and criminal record. THD may choose to deny a lease based on the results of the background check (see additional information below).
 - b. A background check fee will be charged for each prospective tenant as set by current THD policy (currently \$20.00 and subject to change without notice).
 - c. Rental units may require execution of a Pre-lease Agreement including payment of \$250.00 towards the security deposit to hold the apartment.
10. Upon occupancy of the apartment, the tenant is required to pay the greater of:
 - a. one full month of rent; or,
 - b. the first month's rent in full (prorated if the move-in date is in the middle of the month) plus the required initial payment toward the security deposit plus any applicable fees.
11. The required security deposit is 1.5 times the monthly rent, due upon occupancy of the apartment. Prospective tenants with good credit and rental history as determined by THD may choose to pay one third of the security deposit at move-in with the remainder due within the next two calendar months following move-in. THD charges a one-time non-refundable \$25.00 finance charge to set up a security deposit payment plan. **This excludes the Boarding House where full payment of the security deposit (\$500) is due prior to tenant occupying the unit.**
12. Tenants are responsible for paying for their apartment's electric service. Tenants must provide Staff with proof of electrical service as of the first day of the lease agreement.

Background Checks

13. Based on the information supplied on each prospective tenant's application, THD will perform a credit and criminal background check through www.corelogic.com.
14. The **credit check** will provide one of three recommendations:
 - a. **Accept**: Prospective tenant is eligible for a security deposit payment plan
 - b. **Accept with Conditions**: Prospective tenant must pay the entire security deposit at time of occupancy
 - c. **Deny**: Poor credit or a poor history of rental payments suggests high risk of payment problems
15. The **criminal background check** will search public court records for the prospective tenant. Based on that search, THD may choose to deny a lease for a record that indicates the prospective tenant may pose a risk to the health, safety or welfare of the other residents or a risk of property damage. Reasons for denial of a lease based on criminal offenses include but are not limited to the following:
 - a. Any felony involving violence, death, arson, rape, sex offenses, theft, extensive property damage, weapons, burglary, any drug related activities within the previous seven years.
 - b. Any violent felony not included above within the previous seven years.
 - c. Registered sex offenders with no time limit.
 - d. Any domestic violence conviction (felony or misdemeanor) within the previous seven years.
 - e. More than two misdemeanors involving violence, theft, assault, harassment, intimidation, property damage, drug related activities, sexual or weapons charges within the previous seven years.
 - f. Any other criminal activity which, in the judgment of THD, indicates the prospective tenant may pose a risk to the health, safety or welfare of the other residents or a risk of property damage.
16. **Household gross income** at the time of the apartment offer must be **at least 2.5 times the monthly rent**, unless the household has a current rental subsidy voucher issued by HUD, or can provide a guarantor acceptable to the Telluride Housing Department.
17. **Eviction or bankruptcy** may result in denial of a lease, a requirement that the entire security deposit is paid at time of occupancy or a requirement that the prospective tenant provide a guarantor acceptable to THD.
18. **Rental references** may be used on a case by case basis to supplement the background check.
19. A copy of the background check information used to evaluate an applicant is available at www.corelogic.com for 60 days after a determination has been made.

Key Policies and Lease Provisions

20. The lease relationship is with the entire household as a group, not with individuals in the household. In legal terms, this is called **joint and several liability**. If one of the individuals in the household is behind in payment or violates the lease, THD will take enforcement action against the entire household, not the individual. **Please choose your roommates carefully.**
21. Telluride Housing Department only offers 12-month lease agreements to new tenants (excluding the Boarding House which offers a minimum 3-month lease) and there is no sub-letting allowed. 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 apartment in its current condition by the new tenant.
22. PETS are **NOT** allowed on the premises. THD strictly enforces this lease provision. **Any exception for service and emotional support animals requires written approval by THD in advance, including for guests.**
23. For security reasons, the THD cannot accept payments in cash. Post Office money orders are recommended if you do not have a checking account. THD does offer an on line payment system.
24. If a tenant moves out before the end of the lease term, the tenant will be responsible for payment of rent on the apartment until the lease term ends or until the apartment is rented (in addition to any maintenance and cleaning charges due as the result of the move – expect to be charged \$150-300 for carpet cleaning).
25. 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.
26. Parking permits are available for the lot. One permit per Tenant named on the lease is issued at no cost. The vehicle must be registered in the name of the Tenant (or in a parent's name and insured in the Tenant's name).
27. Telluride Housing Department requires a minimum of at least one qualified lease holder per bedroom.