

CARBONDALE COMMUNITY HOUSING PROGRAM RENTAL APPLICATION

PART I. COMMUNITY HOUSING CATEGORIES

The Town's goal is to establish and implement a plan to have new development provide housing within the community at sales prices or rents that are attainable to persons and families of various incomes. In order to carry out this objective, Community Housing units are categorized to reflect which income levels they are to service as set forth in Sections 1 and 2 below. The maximum gross household income and maximum net assets for each income category are set forth in Table I.

TABLE I

MAXIMUM GROSS INCOMES AND ASSETS BY CATEGORY 2020

	<u>Category 1</u>
0 Dependents	\$ 67,600
1 Dependent	\$ 75,100
2 Dependents	\$ 82,600
3 or more Dependents	\$ 90,100
Maximum Net Assets	\$150,000

Income Categories: A household may qualify to purchase or rent a unit in a higher Income Category. Persons in the next higher Income Category may bid on lower Income Category units; however bidders qualify for the unit Income Category have priority.

Net Assets: Net Assets do not include retirement instruments. Persons age 65 and over are allowed a 50% increase in net assets.

R.O.: Resident Owner Occupied units have no income or asset limits.

HUD AMI: The Income Categories correspond to the current HUD Area Median Income (AMI) for Garfield County. Categories 1 through 4 represent 80%, 100%, 120% and 150% AMI respectively. The Town of Carbondale begins its income categories with the Garfield County 4-person household and adds dependents from that benchmark.

QUALIFICATIONS TO OCCUPY COMMUNITY HOUSING

In all but employer-ownership circumstances, the deed restrictions for Community Housing Sale or Rental Units require occupancy by Qualified Persons according to the qualifications set forth in the applicable deed restriction and this Section. In employer ownership circumstances, these qualifications apply to the employee-occupant of Community Housing. To initially qualify for and be eligible to occupy a Community Housing unit, a Qualified Person must meet all of the following criteria:

- A. A qualified person must be a full-time employee working in the Roaring Fork River Drainage Basin located from Aspen to Glenwood and the Crystal River drainage including Redstone and Marble. (“Employment Area”) with priority to persons who live or work within the boundaries of the Town of Carbondale, a retired person who has been a full-time employee in the Employment Area a minimum of four years immediately prior to his or her retirement with priority to persons who live or work within the boundaries of the Town of Carbondale, or a disabled person who has been a full-time employee in the Employment Area a minimum of two years immediately prior to their disability (as defined in the Definitions); or the spouse or dependent of any such qualified employee, retired person, or disabled person. Retirees who are new to the area may qualify to purchase an R.O. unit, but are next in Priority to persons meeting local employment history requirements of Part II, Section 1.A.
- B. A Qualified Person, upon purchasing or leasing a Community Housing Sale or Rental Unit, shall occupy the unit as his or her primary residence. A Qualified Person shall be deemed to have ceased to use the unit as his or her sole and exclusive place of residence by accepting permanent employment outside the Employment Area, or residing in the unit fewer than nine (9) months out of any twelve (12) months. Resident Owner Occupied (R.O.) units must be occupied by the owner at least (9) months in a twelve (12) month period. The Developer of a R.O. unit may rent the unit to a qualified household until the unit is sold.
- C. A qualified person must not own developed residential real estate or a mobile home in those portions of Eagle, Garfield, Gunnison or Pitkin Counties which are part of the Roaring Fork River drainage, or must list for sale, at competitive market prices, the residential real estate or mobile home prior to or simultaneously with closing on the Community Housing Sale Unit or leasing a Community Housing Rental Unit. If the property is not sold by the time of closing on purchase of the Community Housing Sale Unit or leasing a Community Housing Rental Unit, it must remain listed until sold. If the owner of the other residential property desires to rent that property prior to sale, the owner shall be required to rent such property as Community Housing in accordance with the Guidelines at the income category determined by the Town to be appropriate under the circumstances. If an individual owns vacant land in those portions of Eagle, Garfield, Gunnison or Pitkin Counties, which are part of the Roaring Fork River drainage, while owning or renting Community Housing, as soon as the land is improved with a residence the individual must relinquish the Community Housing.
- D. A qualified person must have total current household income no greater than the maximum amount specified in Part I above for the particular category of housing. Persons in the next higher income category may bid on a unit, but will be last in priority to income-qualified applicants and can only be considered if there is no other income-qualified applicant; the income category of the unit remains consistent with the original sale category and future sales will always give priority to income-qualified households within that category.
- E. R.O. is a category for resident-owner occupied Community Housing Sale Units, deed restricted to require the owner to live in the unit as the sole place of residence at least nine (9) months out of any twelve (12) months. There is no (1) income limit, (2) asset limit, (3) appreciation cap, or (4) sales price

restriction. Potential buyers of R.O. units must have worked in the Employment Area for four years immediately prior to retirement; priority will be given to qualified persons who have been employed within the Town of Carbondale boundaries. Disabled applicants must have worked in the Employment Area for at least two years.

F. Hybrid R.O. is a R.O. unit with an appreciation cap on re-sales.

Full-Time Employee = minimum employment of at least one household member working 30 hours per week, 9 months per year.

**CARBONDALE COMMUNITY HOUSING PROGRAM
RENTAL APPLICATION FORM**

Address: COOPER PLACE, CARBONDALE, CO 81623

Contact for a showing or questions:

Please contact Susan Mishmash at 970-404-1134 or acctmanager2@gmail.com.

Application:

To receive a letter of eligibility to rent, please complete an application packet and submit to the address below (no faxed/no emailed applications). All information is confidential.

Katherine Gazunis
Executive Director
1430 Railroad Avenue, Unit F
Rifle, CO 81652
970-625-3589 or 970-945-3072

Kristel Langford
Program Assistant
1430 Railroad Ave, Unit F
Rifle, CO 81650
970-625-3589, Ext. 104

**CARBONDALE COMMUNITY HOUSING PROGRAM
RENTAL APPLICATION FORM**

Address: COOPER PLACE, CARBONDALE, CO 81623

If applying by yourself, only fill out Applicant column. If two adults are applying, fill out both columns individually. If you have questions please call Garfield County Housing Authority at 970-625-3589.

APPLICANT

CO-APPLICANT

NAME(S) _____

MAILING ADDRESS _____

STREET ADDRESS _____

Own Rent Years _____

Own Rent Years _____

PHONE _____ H _____ W _____

_____ H _____ W _____

E-MAIL ADDRESS _____

BIRTHDATE (Mo./Day/Yr.) _____

ACTUAL START DATE OF EMPLOYMENT
(Month, Day, Year) _____

LIST NAMES OF OTHER OCCUPANTS AND RELATIONSHIP. For a child or children to qualify as an additional person for purposes of household income categories, the child or children must be living with you at least half the year. We will require documentation in joint custody situations.

	NAME	RELATIONSHIP	AGE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**CARBONDALE COMMUNITY HOUSING PROGRAM
RENTAL APPLICATION FORM**

All information is completely confidential.

Please fill out the attached forms according to the following instructions and return the completed packet to Garfield County Housing Authority (GCHA). GCHA cannot accept incomplete applications.

Application Packet Checklist:

APPLICATION FORM – Completed

VERIFICATION OF ACCURATE AND TRUE INFORMATION – Sign and complete this form verifying the information you are supplying to GCHA is complete and accurate.

EMPLOYMENT/INCOME FORM(S) – signed by you and your employer

ASSET/LIABILITY INFORMATION SHEET – Fill out the dollar amounts to the best of your knowledge. Each individual applying for a unit **MUST** fill out this form completely. **All asset information must be accompanied by most recent statements including: checking, savings, cd's, and IRA's, retirement, and investment dividends.**

DISCLOSURE OF OWNERSHIP OF OTHER REAL ESTATE

GRIEVANCE POLICY

ACCEPTANCE OF COMMUNITY HOUSING GUIDELINES PROCEDURES

ALSO ATTACH:

1. A summary page of the last two (2) years' federal income tax returns and W-2's pertaining to these income tax returns.
2. Self employed individuals will need to provide profit and loss statements, Colorado Income tax returns for the past year, and any other additional documentation proving that the business is in the Roaring Fork River Drainage Basin. Additional documentation could include a business license, client references, etc.
3. Copies of two of your most recent pay stubs for all employment including seasonal.
4. Current statements for all assets (bank accounts, savings accounts, retirement accounts, IRAs, etc.) indicating current balance, interest rate, or annual dividend or documentation for other assets (real estate, etc.)
5. Copy of your driver's license OR passport.
6. Copy of your Social Security card.

VERIFICATION OF TRUE AND ACCURATE INFORMATION

I (We) hereby verify that all information provided is accurate and true. It is understood that I (We) will be disqualified from the application and approval process by Garfield County Housing Authority if it is determined that any or all information is inaccurate or non-verifiable. I (We) shall be notified by Garfield County Housing Authority as to my/our subsequent disqualification and the reasons thereof.

Signature(s)

Date

Signature(s)

Date

Signature(s)

Date

EMPLOYMENT INFORMATION

APPLICANT

EMPLOYER NAME

Address

Phone Number

Contact Person

Dates of Employment

EMPLOYER NAME

Address

Phone Number

Contact Person

Dates of Employment

EMPLOYER NAME

Address

Phone Number

Contact Person

Dates of Employment

CO-APPLICANT

EMPLOYER NAME

Address

Phone Number

Contact Person

Dates of Employment

EMPLOYER NAME

Address

Phone Number

Contact Person

Dates of Employment

EMPLOYER NAME

Address

Phone Number

Contact Person

Dates of Employment

EMPLOYMENT/INCOME VERIFICATION

Please complete a copy of this form for each applicant and for each employer, including seasonal employers. Make additional copies of this form if necessary.

I give my permission to the Garfield County Housing Authority (GCHA) to obtain income and employment information required for this application. GCHA will contact my employer(s) to verify information below.

(Applicant sign on the line above)

Please list current employer and income:

PLACE OF EMPLOYMENT _____

ADDRESS _____

GROSS MONTHLY INCOME _____

GROSS ANNUAL INCOME _____

**COMMISSIONS, DIVIDENDS,
EXTRA INCOME** _____

To be completed by employer.

I verify that the above information is accurate and true:

Employer signature and title

Date

Printed name of the above

Telephone number

ASSET/LIABILITY INFORMATION SHEET

If you are filling out a joint application, please list information only once. List name and approximate amount in account.

ASSETS	<u>APPLICANT</u>	<u>CO-APPLICANT</u>
Checking Account(s) Name of Bank Amount in Account	_____ \$ _____	_____ \$ _____
Savings Account(s) Name of Bank Amount in Account	_____ \$ _____	_____ \$ _____
Stocks & Bonds (Company Name and Description)	_____ \$ _____	_____ \$ _____
Vested Interest in a Retirement Fund	_____ \$ _____	_____ \$ _____
Net Worth of Business (s) Owned (Attach Financial Statements)	\$ _____	\$ _____
Automobiles Owned as Assets (Make, Model & Year)	_____ \$ _____	_____ \$ _____
Other Assets:	\$ _____	\$ _____
TOTAL ASSETS	\$ _____	\$ _____

LIABILITIES:

Name of Company &
Unpaid Balance

\$

\$

Name of Company &
Unpaid Balance

\$

\$

Name of Company &
Unpaid Balance

\$

\$

Alimony/Child Support/
Separate Maintenance
Payments, etc.

\$ _____

\$ _____

TOTAL LIABILITIES \$ _____

\$ _____

TOTAL NET ASSETS \$ _____
(Assets less liabilities)

\$ _____

DO YOU OWN ANY PROPERTY?

APPLICANT
 Yes No

CO-APPLICANT
 Yes No

If you answered yes,
Please provide the
following:

ADDRESS

_____	_____
_____	_____

TYPE OF PROPERTY

_____	_____
-------	-------

(Land, House, Apt.)

_____	_____
-------	-------

VALUE

_____	_____
-------	-------

AMOUNT OWED

_____	_____
-------	-------

RENTAL INCOME

_____	_____
-------	-------

APPRAISED VALUE

_____	_____
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**Other partners in the
Property ownership?**

Yes No

If yes, how many?

_____	_____
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**CARBONDALE COMMUNITY HOUSING PROGRAM
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**AFFIDAVIT IN COMPLIANCE WITH
C.R.S. 24-77.5-101, et. seq.**

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 Permanent Resident of the United States, or

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

Applicant _____ Date _____

Co-applicant _____ Date _____

Other Adult _____ Date _____

Note: All adults in household must complete this form

**CARBONDALE COMMUNITY HOUSING PROGRAM
RENTAL APPLICATION FORM**

ACCEPTANCE OF GRIEVANCE POLICY

I, _____, wish to apply with Garfield County Housing Authority (GCHA) to become eligible to rent affordable housing under the Town of Carbondale Affordable Housing Program. I understand that the affordable unit made available by the Town is administered by GCHA according to rules set forth in the Town of Carbondale Community Housing Guidelines. I recognize that as part of the regulations and guidelines, the staff of GCHA is responsible for making a determination about whether I am eligible to rent an affordable housing unit, and that the determination is made according to financial criteria set forth in the Town of Carbondale Community Housing Guidelines.

If I do not agree with the determination of the GCHA staff, I recognize that I have the right to file a grievance, which will be heard by the GCHA Board or the Director of Community Planning for Carbondale. I recognize that the Board, Director, or a court may overturn the eligibility decision of the staff of the GCHA.

If I appeal and receive a favorable ruling from the Board, Director, or a court, I hereby acknowledge that my sole remedy will be to have my name put in for the next available unit. I waive my right to seek other damages such as specific performance or monetary compensation for any loss or inconvenience I feel I may have sustained as a result of being determined ineligible. I also waive any claim of attorney's fees if I appeal and prevail.

Applicant _____ Date _____

Co-Applicant _____ Date _____

Other Adult _____ Date _____

**CARBONDALE COMMUNITY HOUSING PROGRAM
RENTAL APPLICATION FORM**

ACCEPTANCE OF COMMUNITY HOUSING GUIDELINES PROCEDURES

I understand that the following guidelines apply to me as a renter of an affordable housing unit through the Town of Carbondale:

1. I acknowledge the unit must be occupied only by qualified renters.
2. As a renter, I will be responsible for any and all of my rental costs and deposits.
3. I will comply with the deed restriction and all aspects of the Town of Carbondale Community Housing Regulations and Guidelines.

Applicant

Date

Co-Applicant

Date



CARBONDALE COMMUNITY HOUSING PROGRAM

The Carbondale Community Housing Program is administered by Garfield County Housing Authority.

- All AMI (Area Median Income) Category units sold and rented under this program are deed restricted with a simple annual appreciation cap of 3% to 5% based on the Consumer Price Index (CPI).
- All Units must be occupied as a primary residence.
- Renters of Affordable Housing Units must comply with the Town's regulations and guidelines for this program.

Garfield County Housing Authority

Katherine Gazunis - Executive Director
1430 Railroad Ave, Unit F – Suite 1
Rifle, CO 81650
Phone: (970) 625-3589
kate@garfieldhousing.com

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