



TOWN OF MOUNTAIN VILLAGE HOUSING AUTHORITY
VILLAGE COURT APARTMENTS
415 Mountain Village Blvd. Suite 1
Mountain Village, CO 81435
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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. Each application will be given a waitlist number starting at 1A and going up. Then the waitlist will be posted on VCA website by the waitlist number. Every January and June of given year, all applicants will receive an e-mail and if e-mail not available a letter to respond if they wish to remain on the waitlist.

When an apartment becomes available the first 10 position applicants on the wait list will be contacted by letter for possible residency. If management is unable to reach the applicant within 10 days the applicant will be removed from the wait list. The next position applicant will 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 are currently on our wait list and receive a Section 8 voucher 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 expiration of one hundred twenty (120) day voucher expiration date. If no apartments are available during that time frame and the Section 8 voucher expires, they will then be placed to the original spot on the waitlist.

VILLAGE COURT APPLICATION, NOTIFICATION, AND APPROVAL

All applicants must submit a completed Village Court Apartments Wait List Card to apply for a position on the VCA wait list.

In addition to the required \$50 application fee for a credit and rental history check, the applicant must submit an Application packet that includes Verification of employment with current pay-stub from an employer within the Telluride R-1 School District and / or current year Tax Form 1040, Release and Consent Form, Student Status Form, VAWA Form, Lawful Presence Form, Tenant Background Release Form, and verification of assets. If the credit and rental history checks return positive results and all verifications are received 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 or application package is not completed, 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.