



TOWN OF MOUNTAIN VILLAGE HOUSING AUTHORITY  
VILLAGE COURT APARTMENTS  
415 Mountain Village Blvd. Suite 1  
Mountain Village, CO 81435  
970-728-9117 Pho  
970-728-1318 Fax

rev. 03/2021

## WAITLIST POLICY

**APPLICATIONS** – Anyone can fill out a waitlist application free of charge at [www.townofmountainvillage.com](http://www.townofmountainvillage.com), via email by request, or at the VCA office in person. A full application will be provided once the applicant reaches the top of the waitlist and a unit becomes available.

**WAITLIST ORDER** – Waitlist applications will be entered directly into VCA's On-Site leasing system in order of the date and time that they are received. The waitlist will remain in this order and will not be modified.

**WAITLIST LIMIT** – The VCA waitlist will be closed when it reaches 200 applicants, at which point applications will no longer be accepted. The waitlist may be reopened when the waitlist has decreased to 150 total applicants.

**WAITLIST CODE** – Applicants will have access to see their position on the waitlist at [www.townofmountainvillage.com](http://www.townofmountainvillage.com) based on their unique waitlist code. Applicants who call or email the office requesting to know their number on the waitlist will be given their unique waitlist code. The waitlist codes will be updated monthly on the website to reflect any changes or movement on the waitlist.

**PREFERENCE ON THE WAITLIST** – Preference on the waitlist will be given first to CDBG and HOME income qualified applicants based on management's need to fill their quota, then to Town of Mountain Village Police Officers, then to full-time year-round Town of Mountain Village Employees, then to general waitlist applicants.

**TRANSFER WAITLIST** – Once an applicant moves into VCA, they may be put on the transfer waitlist to transfer into a different sized unit.

- Residents will not be allowed to transfer into another unit of the same size.
- The order of the transfer waitlist will be determined by the date and time that an applicant requests to be added.
- Town of Mountain Village employees will not receive preference on the transfer waitlist.
- Preference will only be given to CDBG and HOME income qualified applicants based on management's need to meet their quota.
- Residents will not be eligible to transfer if they have received a lease violation notice within the last 12 months.



Property Manager

Written By Luke Adamson – VCA



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**WAITLIST NOTIFICATION** – When a unit becomes available, VCA Property Manager will contact the first few people on the waitlist by phone, email and mail them a letter. VCA management will reserve the apartment for the first applicant to respond, complete an application and pay all application fees.

- If a waitlist applicant fails to respond to the phone call, email, and letter within 10 days, their name will be removed from the waitlist.
- If an applicant responds to a notification but declines the offer to move into the available apartment for any reason, their name may be removed from the waitlist.
- If an applicant has selected multiple different unit sizes on their waitlist application and declines the offer for a specific unit size, their name will be removed from the waitlist for that specific unit type. If the applicant wishes to move into a unit of that size at a later date they would have to re-submit an application to the waitlist for that unit type and would be placed on the waitlist with a date of such new application.
- If an applicant responds to an income qualified apartment offer, but does not qualify, they will remain on the list, but will no longer receive notification for income qualified units.
- If an applicant's name is removed from the waitlist, they will have to submit a new waitlist application to be added to the bottom of the waitlist.

Please keep the following in mind:

- It is the applicant's responsibility to keep your waitlist information accurate including phone number, mailing address and email address.
- Two bedroom units and pet friendly units are the highest requested units and come available least often.
- Keep your options open if you can consider more than one sized unit. Studio's come available most often.
- Understand whether you income qualify for a CBDG or HOME income qualified unit which also broaden your unit options.
- Although the wait list remains ordered by date of receipt, the wait list order will not always appear linear. Different unit types become available and depending upon the type of unit being requested on the wait list, people can move up on the wait list if their unit type becomes available, over others requesting a different unit type. For example, a studio become open but four people above that unit type are requesting a two bedroom unit. The four people requesting a two bedroom will remain on the list, the person wanting a studio will move into the studio and be removed from the list.



Property Manager

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