



MOUNTAIN VILLAGE HOUSING AUTHORITY  
455 Mountain Village Blvd.  
Mountain Village, CO 81435  
(970) 239-4061

## TOWN OF MOUNTAIN VILLAGE EMPLOYEE HOUSING DEED RESTRICTION APPLICATION

### **Dear Applicant:**

On the following pages you will be asked to provide information which will permit us, the Mountain Village Housing Authority (MVHA) to determine if you are eligible to own or rent a unit that has been deed restricted

Please read all of the information carefully and contact us with questions. We can not process an application until it is complete.

The MVHA is subject to the Colorado Open Records Act (CORA) Colorado Revised Statutes section 24-72-201, *et seq.* Any information that you provide becomes public record, with the exception of specific confidential information as stated in CORA. Confidential information under CORA includes items such as financial information; for example, state and federal income tax returns. However, please be aware that any confidential documents or information that you choose to provide or disclose at a public meeting will become a part of the public record of that meeting, and therefore subject to disclosure pursuant to CORA.

We look forward to assisting you with your application.

If you have questions about any of the information you need to provide or about the process, please contact [housing@mtnvillage.org](mailto:housing@mtnvillage.org) or at the contact information below.

Sincerely,

[Michelle Haynes](#), MPA  
Planning and Development Services Director  
Housing Director  
**Town of Mountain Village**  
[455 Mountain Village Blvd. Suite A](#)  
O :: [970.239.4061](tel:970.239.4061)  
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TOWN OF MOUNTAIN VILLAGE  
EMPLOYEE HOUSING DEED RESTRICTION APPLICATION

**Note:** Incomplete applications cannot be accepted.

For those persons intending to occupy an employee housing unit in the Town of Mountain Village (TMV), either as a tenant or an owner-occupant, please submit the following to the Mountain Village Housing Authority by emailing [housing@mtnvillage.org](mailto:housing@mtnvillage.org).

- Completed **Application Form** (pages 2-3 below).
- Enclose \$50.00 nonrefundable **Application Fee** (make check payable to the Town of Mountain Village).
- Enclose a copy of a **Driver's License** or other acceptable proof of identification for each adult occupant.
- Enclose a copy of document that verifies the qualified Employee's **residence in Mountain Village**, e.g., drivers license, voter or motor vehicle registration, or pay stub.
- If Unit is not Owner-occupied: Enclose a copy of a signed **lease**.
- A signed **Employer/Employee Affidavit of Employment** (page 4) or the **Affidavit of Employee Qualified by Virtue of Age, Employment, and Residency** (if applicable) (page 5); and enclose a copy of your **business license** if you are self-employed.

If renting or owner-occupied please also provide:

- Two (2) most recent pay stubs
- One (1) year of tax returns (current or prior year) with all attachments.

**Application Form:**

1. Are you proposing to Purchase or to Rent this property: \_\_\_\_\_
2. Applicant(s): \_\_\_\_\_

Marital Status: \_\_\_\_\_

Please list other intended **co-occupants** and **relationship** to Applicant(s):

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

2. Location of **Deed Restricted Property** Applicant wishes to inhabit:

Physical Address: \_\_\_\_\_

3. Do you currently **live** within the Town of Mountain Village? Yes \_\_\_ No \_\_\_

4. How long have you **lived** within the Telluride R-1 School District? \_\_\_ Yrs. \_\_\_ Mos.

5. How long have you been **employed** within the Telluride R-1 School District? \_\_\_ Yrs. \_\_\_ Mos.

6. For information purposes, if you, your spouse, your dependents, or other co-occupants own **other property** within the Telluride R-1 School District boundaries, list the type and location of each property (i.e., affordable housing, raw land, developed, commercial, etc.):

\_\_\_\_\_

**Each Applicant and adult co-occupant must sign and date this Certification / Affidavit:**  
*[If necessary, please copy or request a copy of this page for submitting additional signatures.]*

Under penalty of perjury, I hereby declare and certify that I understand that occupancy of this property is limited to qualified Employee(s) (and their spouse and children) whose Employee Housing Application(s) are approved, and that I intend to occupy this employee housing unit as my primary Residence.

I hereby also declare and certify that all information provided above is true and complete to the best of my knowledge. I acknowledge the Housing Authority, or its designee may make inquiries to verify any information provided herein.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Purchaser of Employee Housing Unit:**

By: \_\_\_\_\_

STATE OF COLORADO            )  
  ) ss.  
COUNTY OF SAN MIGUEL        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**EMPLOYEE HOUSING CERTIFICATE OF QUALIFICATION**

**Instructions:** Complete this page for each Applicant to be considered a qualified Employee. If Applicant is self-employed, enclose a business license copy. The Housing Authority or its designee may make inquiries to verify any information provided herein.

**Employer/Employee Affidavit of Employment**

**Employer's Affidavit**

Under penalty of perjury, I, \_\_\_\_\_, hereby declare and certify that \_\_\_\_\_ is presently employed as an employee or as an independent contractor by \_\_\_\_\_ whose principal address of business is: \_\_\_\_\_, which is located within the Telluride R-1 School District boundaries of San Miguel County and that employment of said employee/independent contractor began on \_\_\_\_\_.

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer phone #: \_\_\_\_\_

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Employer:**

By: \_\_\_\_\_

STATE OF COLORADO                    )  
  ) ss.  
COUNTY OF SAN MIGUEL            )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**Affidavit of Employee Qualifying by Virtue of Age,  
Employment, and Residency (if applicable)**

Under penalty of perjury, I, \_\_\_\_\_, hereby declare that I qualify as an Employee, as defined in the Mountain Village Employee Housing Restriction ordinance, by being more than 60 years of age, by having been employed within the Telluride R-1 School District boundaries, and by maintaining Residence in the Town of Mountain Village.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Purchaser of Employee Housing Unit:**

By: \_\_\_\_\_

STATE OF COLORADO                 )  
  ) ss.  
COUNTY OF SAN MIGUEL         )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

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**FOR OFFICE USE ONLY:**

**Mountain Village Employee Housing Department Certification**

The MVHA, on behalf of the Town of Mountain Village Housing Department, after diligent review, finds that \_\_\_\_\_ is qualified as an Employee

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eligible to occupy Employee Housing, as defined in Employee Housing Restriction Ordinance No. 1997-05.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By (Name): \_\_\_\_\_