



820 Black Bear Road, Unit G-17  
P.O. Box 840, Telluride, CO 81435  
Tel: 970-728-3034 Fax: 970-728-5371  
E-mail: [admin@smrha.org](mailto:admin@smrha.org) Web: [www.smrha.org](http://www.smrha.org)

## PINION PARK NORWOOD

---

### Rental Application Checklist

---

- \$25 non-refundable Application Fee** (*Exact Cash or Check Made Payable to SMRHA*)
- Completed Application**
- Copies of **complete & filed** 2022 Federal Tax Returns** (*Please black out SSN*)
- Copies of **all** 2022 W-2's and 1099's** (*Please black out SSN*)
- Copies of most recent paystubs from all current employers with year-to-date information. Also include previous employers from the current year.**
- Copy of legal ID** (*including driver's license, identification card, or passport*)

**If you are Self-Employed, please include:**

- Copy of Business License**
- Verification of Hours worked** (*invoices, ledgers, etc.*)
- Client Verification of Income and Hours Form** (*Third Party Verification is preferred*)

### **Return Completed Applications To:**

**San Miguel Regional Housing Authority**  
820 Black Bear Rd. G-17 (Dropbox Available)  
PO Box 840, Telluride, CO 81435  
Tel: 970-728-3034 Fax: 970-728-5371  
Email: [admin@smrha.org](mailto:admin@smrha.org)

# PINION PARK NORWOOD

## RENTAL APPLICATION

### HOUSEHOLD INFORMATION

APPLICANT: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Phone # (res.) \_\_\_\_\_

Phys. address: \_\_\_\_\_ Phone # (cell) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone # (bus.) \_\_\_\_\_

APPLICANT: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Phone # (res.) \_\_\_\_\_

Phys. address: \_\_\_\_\_ Phone # (cell) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone # (bus.) \_\_\_\_\_

### OTHER HOUSEHOLD MEMBERS:

\_\_\_\_\_ Relationship to Applicant(s): \_\_\_\_\_

\_\_\_\_\_ Relationship to Applicant(s): \_\_\_\_\_

\_\_\_\_\_ Relationship to Applicant(s): \_\_\_\_\_

### PROPERTY OWNERSHIP

1. How long have you lived in your current home? \_\_\_\_\_ Years \_\_\_\_\_ Months
2. Do you own your home? YES \_\_\_\_\_ NO \_\_\_\_\_
3. Do any or any members of your Household own improved residential property within 150 mile radius of Norwood?  
YES \_\_\_\_\_ NO \_\_\_\_\_
4. If yes, please describe the type (free market, Deed Restricted) and address of property:

**If you own a property within a 150-mile radius of Pinion Park Norwood, you must sign an Agreement to Sell Property and sell your home within eight (8) months of renting a Pinion Park Norwood unit. Please include the Agreement to Sell Property with this application.**

**APPLICANT**

5. All Current Employer(s):

---

6. Do you currently within the boundaries of the Norwood School District R-2j?

- a. YES \_\_\_\_\_
- b. NO \_\_\_\_\_

7. If no, do you have employment that will begin within the boundaries of the Norwood School District R-2j for a minimum of 40 hours per month and 1200 hours per year?

YES \_\_\_\_\_ NO \_\_\_\_\_

Please total your **gross Household income** of the past 12 months from the following sources:

\$ \_\_\_\_\_

**Income from Employment**

*Includes income on W-2 and 1099 forms such as wages, salaries, overtime pay, commissions, fees, tips and bonuses, and any other employment income from partnerships or S corporations*

\$ \_\_\_\_\_

**Benefit Payments**

*Includes Social Security, SSI, Workers' Compensation, Disability pay or benefits, unemployment benefits, severance pay, annuities, pensions, retirement or death benefits*

\$ \_\_\_\_\_

**Alimony and/or Child Support**

\$ \_\_\_\_\_

**Interest, dividends, and other income from Household Assets**

*Includes interest from bank accounts or bonds, dividends from stocks or mutual funds, income distributed from trust funds, etc.*

\$ \_\_\_\_\_

**Re-occurring/ and/or One-Time Monetary Gifts from family members**

\$ \_\_\_\_\_

**Rental Income**

*Includes income from renters/roommates*

\$ \_\_\_\_\_

**Other Capital Income**

*Includes multiple-year capital gains, royalties*

\$ \_\_\_\_\_

**Other Income** \_\_\_\_\_

*Please specify*

\$ \_\_\_\_\_

**TOTAL GROSS HOUSEHOLD INCOME**

**EMPLOYMENT VERIFICATION**

*Complete pages 4 & 5 for all current employers.  
If you are self-employed, please download the Self-Employment forms.*

---

**Employee Name:** \_\_\_\_\_ **Employee Title:** \_\_\_\_\_  
**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Is Employer located within the Norwood School District R-2j boundaries? \_\_\_\_\_YES \_\_\_\_\_NO

Dates of Employment: \_\_\_\_\_to \_\_\_\_\_

Seasonal: \_\_\_\_\_YES \_\_\_\_\_NO

Wages Received: \$ \_\_\_\_\_per \_\_\_\_\_

Paid leave received: \_\_\_\_\_days

Average **hours per week** worked: \_\_\_\_\_

Total **weeks per year** worked: \_\_\_\_\_

Total **hours per year** worked: \_\_\_\_\_

**Under penalty of perjury, I declare that all information contained herein is true, correct, and complete to the best of my knowledge and belief.**

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email

**CERTIFICATION OF EMPLOYMENT**

**Employer's Affidavit**

I, \_\_\_\_\_, hereby declare under penalty of perjury that \_\_\_\_\_, is presently employed by \_\_\_\_\_ whose principal address of business is \_\_\_\_\_, and further certify that the above-named Employee \_\_\_\_\_ is OR \_\_\_\_\_ is not employed within the boundaries of the Norwood School District R-2j of San Miguel County, and that the employment of said Employee began on (date) \_\_\_\_\_.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Employer

STATE OF COLORADO )  
 ) ss.  
SAN MIGUEL COUNTY )

The foregoing instrument was sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 2023,  
by \_\_\_\_\_.

WITNESS my hand and official seal.  
My commission expires: \_\_\_\_\_  
Notary Public

(Notary Seal)

**Employee's Affidavit**

I, \_\_\_\_\_, hereby declare under penalty of perjury that I am employed by \_\_\_\_\_, that my principal place of employment is \_\_\_\_\_, which \_\_\_\_\_ is OR \_\_\_\_\_ is not located within the boundaries of the Norwood School District R-2j of San Miguel County, and that my employment there began on (date) \_\_\_\_\_.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Employee

STATE OF COLORADO )  
 ) ss.  
SAN MIGUEL COUNTY )

The foregoing instrument was sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 2023,  
by \_\_\_\_\_.

WITNESS my hand and official seal.  
My commission expires: \_\_\_\_\_  
Notary Public

(Notary Seal)

# HOUSEHOLD NET ASSET CALCULATION

## Household Assets

### Cash/Cash Equivalents

Cash on Hand \$ \_\_\_\_\_  
Checking Account \$ \_\_\_\_\_  
Saving Account \$ \_\_\_\_\_  
Money Market Funds \$ \_\_\_\_\_  
Cash Value of Life Insurance \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

### Real Estate

Residential: 150 mile radius \$ \_\_\_\_\_  
Land: 150 mile radius \$ \_\_\_\_\_  
Residential: Outside 150 mile radius \$ \_\_\_\_\_  
Land: Outside 150 mile radius \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_

### Investments

Certificates of Deposit \$ \_\_\_\_\_  
Stocks \$ \_\_\_\_\_  
Bonds \$ \_\_\_\_\_  
Mutual Funds \$ \_\_\_\_\_  
Annuities \$ \_\_\_\_\_  
Retirement Funds \$ \_\_\_\_\_  
Funds in names of Dependents \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

### Personal Property

Automobiles \$ \_\_\_\_\_  
Recreational Vehicle/Boat \$ \_\_\_\_\_  
Home Furnishings \$ \_\_\_\_\_  
Appliances/Furniture \$ \_\_\_\_\_  
Collections \$ \_\_\_\_\_  
Jewelry/Furs \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

### Business Assets

Total Business Assets \$ \_\_\_\_\_

**Total Household Assets \$ \_\_\_\_\_**

---

## Household Liabilities

### Current Debts

Household (e.g. rent) \$ \_\_\_\_\_  
Business \$ \_\_\_\_\_  
Medical \$ \_\_\_\_\_  
Credit Cards \$ \_\_\_\_\_  
Department Store Cards \$ \_\_\_\_\_  
Taxes Owed \$ \_\_\_\_\_  
Legal \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

### Loan

Bank/Finance Company \$ \_\_\_\_\_  
Automobile \$ \_\_\_\_\_  
Recreational Vehicle/Boat \$ \_\_\_\_\_  
Education \$ \_\_\_\_\_  
Life Insurance Loan \$ \_\_\_\_\_  
Personal (family/friends) \$ \_\_\_\_\_  
Business \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

### Mortgages

Land \$ \_\_\_\_\_  
Residential \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

**Total Household Liabilities \$ \_\_\_\_\_**

---

## Household Net Assets

\$ \_\_\_\_\_ - \$ \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL ASSETS

TOTAL LIABILITIES

NET ASSETS

## APPLICANT(S) CERTIFICATION

Under penalty of perjury, the Applicant certifies the following:

1. All information provided in this application, including attachments, submitted to the San Miguel Regional Housing Authority to rent a Pinion Park Norwood Project Deed Restricted Property are true, complete, and correct to the best of the Applicant(s) knowledge;
2. The Applicant(s) has/have been given a standard application; and,
3. The Applicant(s), on the basis of the application presented, believes the Household qualifies to occupy the Housing Unit(s) in question according to the Deed Restriction, these Guidelines and all other applicable procedures, rules and regulations.

**Any material misstatement of fact or deliberate fraud by the Household in connection with any information supplied to SMRHA shall be cause for immediate expulsion from the application process or removal from the Housing Unit.**

|                       |        |                       |        |
|-----------------------|--------|-----------------------|--------|
| (Applicant Signature) | (Date) | (Applicant Signature) | (Date) |
| (Print Name)          |        | (Print Name)          |        |

**DISCLAIMER:** All personal information collected by SMRHA is done so exclusively with your consent, by means of the signed completion of this form and the Release of Information form. The personal information collected is only used for the purposes of qualifying you for the Pinion Park Norwood property. We will not, under any circumstances, share your personal information with other individuals or organizations without your permission, including public organizations, corporations, or individuals. We do not sell, communicate, or divulge your information to any mailing lists. We store your file ourselves and we use and apply the appropriate security measures to preserve the confidentiality of your information.

**FAIR HOUSING:** SMRHA is committed to compliance with all federal, state, and local fair housing laws. We will not discriminate against any person because of race, color, religion, national origin, sex, familial status, disability, or any other specific classes protected by applicable laws.

**CORA:** The SMRHA 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 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.