

Sawtooth II Workforce Housing Application Instructions and Checklist



Sawtooth Phase II is a 32-unit apartment-style Workforce Housing Project within the City of Gunnison limits, consisting of Studio, One-Bedroom and Two-Bedroom units with an anticipated completion date of March 2025. This project is made possible by Gunnison County.

ELIGIBILITY

Sawtooth II will serve Gunnison County residents earning up to 120% AMI (Area Medium Income). These rates are published annually for each county in the US. And are outlined below, as well as the corresponding rental rate.

# of household members	AMI / Annual Income			
	Up to 80% AMI	80-100% AMI	100-120% AMI	Over 120% AMI
1	\$57,680	\$72,100	\$86,520	\$86,520 +
2	\$65,920	\$82,400	\$98,880	\$98,880 +
3	\$74,160	\$92,700	\$111,240	\$111,240 +
4	\$82,400	\$103,000	\$123,600	\$123,600 +

RENTAL RATES*

Unit type	Up to 80% AMI	80-100% AMI	100-120 % AMI	120% AMI
Studio	\$1,008	\$1,153	\$1,441	\$1,730
One bedroom	\$1,351	\$1,545	\$1,931	\$2,317
Two bedroom	\$1,662	\$1,854	\$2,317	\$2,781
Two bed, two bath	\$1,828	\$2,039	\$2,548	\$3,059

*Rental Rates include the following utilities: electric, trash, heat, water and internet. Security deposit equal to one month's rent required prior to move-in.

Additional Qualifications:

- At least one adult applicant must work a minimum of 32 hours per week for a Gunnison County employer or be self-employed with a business that serves Gunnison County.
- Monthly income must be a minimum of 2 times the rental rate
 - Exceptions will be considered. A request must be made in writing
- No household members with a history of eviction, conviction due to drug related or violent crimes or who is listed as a sex offender will be accepted. Background check will be conducted and is required.
- One pet is allowed per unit. Provide a description of the animal. More than one pet will need prior written approval from GVRHA. All animals are required to be registered with PetScreening.com
- Households will only be eligible for a unit with the same or less bedrooms than household members (for example, a one person household would qualify for a studio or one bedroom; a two or more person household would qualify for a one or two bedroom unit.)

TIMELINE & PROCESS:

Timeline:

January 21, 2025	Applications OPEN
January 30, 2025 5:00pm-7:00pm	In-person multilingual informational meeting & application support Fairgrounds / Fred Field Center / Van Tuyl Room
February 11, 2025	Applications CLOSE
February 18, 2025	Internal Lottery conducted (details below)
February 24, 2025	Lottery Result Notifications to applicants sent out
March (Dates TBD)	Lease-up and Move-in

Process:

- Applications must be received by GVRHA by 5pm on February 11, 2025
 - Applications can be downloaded from our website at:
 - Applications should be dropped off at: 200 E. Virginia Avenue, Gunnison
 - Electronic applications will be accepted ***ONLY if they are sent as one .pdf file.***
 - Applications can be emailed to: rentalapplications@gvrha.org
- Applications will be processed as they are received.
- Applications must be completed as a complete package and must be submitted with all required documentation on the checklist.
- Incomplete applications will be given ONE opportunity to supply all necessary documents to complete applications.
- Each qualified applicant will receive one entry into the lottery.
- Applicants will be able to walk through their unit prior to lease execution.

Lottery Process:

- GVRHA will conduct an internal lottery with a minimum of three GVRHA staff members present. The lottery process will be recorded and retained on file and will be made available to any community member at their request.
- Applicants will be sorted by priority as defined below, and all applicants in each priority level will be exhausted prior to moving to the next priority level.
- All names will be drawn and recorded in the order in which they are pulled.
- Units will be assigned to applicants, starting at the top of this list according to household size, unit size qualified for and requested, and unit availability.



- Any applicant who does not get a unit assigned to them in the initial lottery will be put on the master waitlist that will remain active through initial lease-up until every unit is accounted for.

PRIORITY

Priority will be given in the lottery process as follows:

1. County employees (AMI will determine rent amount)
2. Applicants up to 80% AMI income
3. Applicants between 80 and 100% AMI income
4. Applicants between 100% and 120% AMI

APPLICATION INSTRUCTIONS

1. ALL SECTIONS OF APPLICATION MUST BE COMPLETED. If a section or question does not apply to you, enter N/A
2. ALL PERSONS RESIDING IN THE UNIT MUST BE LISTED ON THE APPLICATION. Any household member 18 and older must be considered as an adult and their income and assets must be included on the application. All household members under 18, either full time or part time, are to be listed as well
3. Renters insurance will be required for all units
4. Application fee of \$30 per adult will be charged ONLY if a unit is being offered. No fee is due now. This fee covers the required background check
5. If you own property in any state, provide the requested information. If you own a habitable home in Gunnison County or elsewhere, you may be ineligible for residency at Sawtooth. Exceptions may be made on an individual basis

Checklist – The following items are required to be submitted with your application for your application to be complete. Only complete applications will be considered for residency.

- Most recent two paystubs for every job for every adult household member. If you do not have two paystubs from a new job, a contract or letter of engagement with salary is acceptable
- Self employed – Year-to-date profit and loss statement, previous year's business and personal tax returns, previous year W-2 and two most recent paystubs if applicable, and a summary of your business including business description, where income is derived from, and date started. Additional information may be requested as needed
- Copy of photo ID for all adult household members.
- Attached application with all sections completed.





Do not write in this box

Date: _____

Time: _____

Staff Initials: _____

Rental Application

Please read all questions carefully. If a particular question does not apply, please write n/a in the space.

Please list all adults (18 and older) residing in the unit

Head of Household

Full Legal Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email address: _____

Date of birth: _____

Driver's License Number: _____

Co-Applicant

Full Legal Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email address: _____

Date of birth: _____

Driver's License Number: _____

List all members under 18 that will be residing in the unit either full or part time:

Name and Date of birth:

_____	_____
_____	_____
_____	_____

Total number of household members: _____

Size of unit requested: ___ Studio ___ One bedroom ___ Two bedroom

*Put a "1" on your first choice, a "2" on your second choice, and a "3" on your third choice if applicable



Rental History

Current Address: _____

City, State Zip _____

Dates resided: From _____ To _____

Monthly Payment \$ _____

Landlord Name _____

Landlord Phone Number _____

Landlord Email Address _____

May we contact this landlord for reference? _____ Yes _____ No

Reason For Leaving: _____

Previous Address: _____

City, State Zip _____

Dates resided: From _____ To _____

Monthly Payment \$ _____

Landlord Name _____

Landlord Phone Number _____

Landlord Email Address _____

May we contact this landlord for reference? _____ Yes _____ No

Reason For Leaving: _____

Has any member of the household ever been evicted or otherwise removed from housing? _____ Yes _____ No. If yes, provide the following information:

Who? _____ When? _____

For what reason? _____



Screening Information

Do you have any pets ESA or Service Animals? Yes_____ No_____

Is/are your pet/s ESA or Service Animals (proof will be required)? Yes_____ No_____

If you answered yes, please provide a description of the animal:

Do you own any real estate property (home, land, etc)? Yes_____ No_____

If you answered yes, please provide a description of the property and location:

Have you or any family member ever been convicted of an alcohol/drug-related or violent crime? ____Yes ____No

If you answered yes, please explain:

Are you a single person or couple and interested in a roommate situation to accommodate the occupancy requirement for a Two Bedroom / 2 Bathroom apartment?

____Yes ____No



Income from Employment

List *all full-time and/or seasonal employment* for head of household, co-applicant and all household members age 18 or older, including the self-employed. This section is only for income from work. For Social Security or retirement income see below.

Are you self employed? ___ Yes ___ No

Income 1:

Household member name _____

Place of Employment _____

Employer Address _____

Employer Phone # _____

Supervisor _____

Total Monthly Earnings _____

Income 2:

Household member name _____

Place of Employment _____

Employer Address _____

Employer Phone # _____

Supervisor _____

Total Monthly Earnings _____

Income 3:

Household member name _____

Place of Employment _____

Employer Address _____

Employer Phone # _____

Supervisor _____

Total Monthly Earnings _____

***Please attach copies of the 2 most recent paystubs for each income source listed above. Applications will NOT be processed or accepted without this supporting documentation.**

Please include a second sheet if you have more income from employment.



Income from Other Sources

List non-employment income for all household members; this includes interest, dividends, income from rental property, social security, pensions, public assistance, SSI, unemployment compensation, alimony, child support, worker's compensation, disability compensation, the portion educational grants and scholarships allotted for subsistence and all other income.

Person Receiving Income _____

Source of Income _____

Total Annual Income _____ Monthly Amount _____

Person Receiving Income _____

Source of Income _____

Total Annual Income _____ Monthly Amount _____

Person Receiving Income _____

Source of Income- _____

Total Annual Income _____ Monthly Amount _____



Statements by All Adult Household Members

I/We certify that all information given in this application and any addenda thereto is true, complete and accurate. We understand that if any of this information is false, misleading or incomplete, management may decline our application or, if move-in has occurred, terminate our Rental Agreement.

We authorize GVRHA to make any and all inquiries to verify this information either directly or through information exchanged now or later with rental or credit screening services, and to contact previous and current landlords or other sources for credit and verification confirmation which may be released to appropriate federal, state or local agencies.

If our application is approved and move-in occurs, we certify that only those persons listed in this application will occupy the apartment, that they will maintain no other place of residence, and that there are no other persons for whom we have or expect to have, responsibility to provide housing.

We agree to notify management in writing regarding any changes in household address, telephone numbers, income, and household composition.

We have read, and understand, the information in this application in particular the information contained in the instructions for Head of Household and we agree to comply with such information.

If this application is for a household of more than one person, we consider ourselves a stable household, and all of our income is available for its needs.

Date Signature of Head of Household

Date Signature of Co-Applicant

Acceptance of completed application by Management.

Date Signature of Management Representative

NOTICE: Management will make reasonable accommodations in rules, policies, practices, or services as may be necessary to afford handicapped persons equal opportunity to apply for, use, and enjoy a dwelling.

