



## **Apartment Rental Pre-Application**

The Grand Junction Housing Authority does not discriminate on the basis of race, color, sex, national origin, family status, age, religion or disability, in compliance with the Fair Housing Act, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.

### **What You Need to Know**

GJHA owns several rental properties in Grand Junction. Some things are the same from one property to another, like our commitment to respond promptly to repair requests, ensure affordability, and maintain safe and secure communities. Some things are different among our properties. For example, income limitations vary, the availability of units with special features for clients who are mobility impaired “ADA”, eligibility rules for full time students, community features, and unit sizes/amenities can all vary. More specific information about our properties can be found at [www.gjha.org/our-communities.aspx](http://www.gjha.org/our-communities.aspx). Our two newest communities for seniors aged 62 and over, Nellie Bechtel and The Highlands, are currently establishing interest lists for future vacancies. An interest list is not the same as a waiting list. It does not guarantee you priority for housing when a unit becomes available. However, Nellie Bechtel also has a separate waiting list for units with rental assistance that you may apply to (requires separate application form- ask an employee).

### **What We Need to Know**

GJHA will ask you for information about several things, such as: your income, who lives in your household, what you own (savings, other assets), your housing/rental history, permission to review your credit report and inquire into any potential criminal background you may have. It is important that you respond truthfully and completely. If you do not, your application may be denied. If you, or anyone in your household, is subject to sex offender registrations requirements in any state, your application will be denied. You may request a copy of GJHA’s tenant screening criteria or contact our Leasing Agent at 970-208-9542 if you have questions.

### **What to Expect**

1. Thank you for your interest in our communities!
2. A Leasing Agent will review your Pre-Application. Based solely on the information you provided us, they will:
  - a) attempt to contact you by telephone and schedule an appointment to review your application with you and request any needed verification/documents, OR;
  - b) notify you via mail that the information you provided indicates you are not qualified for the property/program you requested.
3. Complete applications (including all additional documentation requested by Leasing Agent) will be processed by the GJHA on a first come-first served basis.
4. After we review your completed application and any requested screening reports or references, if you are approved to rent an apartment at one of our communities you will be contacted by the Property Manager to schedule a move-in date. You will be expected to pay your first month’s rent (prorated) and a security deposit at move-in. The Leasing Agent will be able to tell you how much the deposit will be.
5. If you are not eligible for rental approval, you will be notified by mail and will be provided the reasons for your denial.

# Apartment Rental Pre-Application



GRAND  
JUNCTION  
HOUSING  
AUTHORITY

Do you require an ADA Unit?  Do you have a Housing Voucher?

Are you on a GJHA waiting list? Yes  No  # of bedrooms needed \_\_\_\_\_

(Check all desired)

Properties Interested in: Linden Pointe  Crystal Brook  Arbor Vista  Village Park

Courtyard  Lincoln Apt  Bookcliff Squire  \*Nellie Bechtel  \*The Highlands

(\*Applicant or Co-Applicant must be 62 or over)

8 Foresight Circle  
Grand Junction, CO 81505  
Phone: (970) 245-0388  
Fax: (970) 241-5514

## 1. Applicant Information:

### Applicant

### Co-Applicant

Full Name (First and Last) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Present Address \_\_\_\_\_

Street Apt # City State Zip

## 2. Other Occupants:

*Full Name (First and Last)*                      *Social Security #*    *Date of Birth*                      *Relationship*

<i>Full Name (First and Last)</i>	<i>Social Security #</i>	<i>Date of Birth</i>	<i>Relationship</i>

Do you anticipate any changes to your household size within the next 12 months? Yes  No

If yes, please explain: \_\_\_\_\_

## 3. Household Student Status

Is anyone in the household a full-time student? \_\_\_\_\_ If yes, list all full-time students below.

*Name*

*Name of Schooling Institute*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that if all occupants are full time students (attending a schooling institute at least 5 months out of the year), I may not qualify for residency in a LIHTC property unless I meet certain exemptions within the Housing Program. \_\_\_\_\_ (Initials)

**DATE STAMP:**

--

#### 4. Income:

Please include any Wages, SSI, SSDI, Social Security, Self Employment, Unemployment, Workman's Compensation, Public Assistance, AFDC, TANF, Retirement, Child Support, Alimony, Family Assistance, Part-time job, Pension, Annuities, Veterans Benefits, Severance Pay, or Recurring Gifts etc. that anyone over the age of eighteen (18) receives.

<i>Applicant</i>	<i>Co-Applicant</i>	<i>Type of Income</i>	<i>Gross (Pre-Tax) Yearly Amount</i>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

#### 5. Assets:

Does any household member (including minors) have any checking, savings accounts, IRA, CD, Bonds, Stocks, Money Market Accounts, Securities, Trust Funds, Equity in Property, etc.?

<i>Applicant</i>	<i>Co-App</i>	<i>Child</i>	<i>Type</i>	<i>Value</i>	<i>Interest Rate/ Yearly Income</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

#### Please complete the following (every question MUST be answered):

Has anyone in your household disposed of (i.e. given away) any assets in the past 2 years? Yes  No

Has anyone in your household been convicted of felony in past 7 years? Yes  No

Is anyone in your household subject to any sex offender registration requirements in any state? Yes  No

Is anyone in your household currently or in the last year subject to any criminal proceedings or charges? Yes  No

Have you ever been evicted? Yes  No

If you answered Yes to any of the above questions please explain briefly \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you currently in a housing lease? Yes  No  Lease ends on \_\_\_\_\_

Additional Contact Information or Instructions: \_\_\_\_\_

I hereby certify that the answers and information I have provided in and in connection with this pre-application are true, correct, and accurate to the best of my knowledge. I understand that any misrepresentation or false information will result in my application being cancelled or denied. I understand that at the time of my eligibility interview, I will be required to provide verification of the information I have provided on this pre-application, in accordance with Internal Revenue Service Code, and GJHA policy. GJHA reserves the right to request further information that it deems necessary to make a decision regarding my eligibility.

\_\_\_\_\_  
*Signature of Applicant* *Date*

\_\_\_\_\_  
*Signature of Co-Applicant* *Date*

