



PRE- APPLICATION INSTRUCTIONS

To apply for the waiting list(s) with GJHA

■ Please **READ** prior to completing your application. Thank you.

1. **Head of Household (HOH Required)**

Mailing and Residence Information. We require applicants to identify a single Head of Household for each application. We must have the current mailing address to contact you at all times. If we are unable to contact you by mail, you will be removed from all waiting list(s).

2. **Personal Information (HOH Required)**

The HOH's social security number will be used to identify your family.

3. **Telephone Number (HOH Required)**

We need this number in case we have any questions about your application. We will not use it to contact you for an eligibility appointment. **You will be contacted by mail.**

4. **Gender (HOH optional)**

Indicate the sex of the Head of Household.

5. **Ethnicity (HOH optional)**

GJHA collects statistical information in accordance with federal regulations. People of various races may also be of Hispanic ethnicity. Please indicate if you are Hispanic.

6. **Race (HOH optional)**

For statistical purpose only. The choices listed are the same as the federal government's categories.

7. **Disability or Handicap (Required)**

Please tell us if you need any disability related accommodations to apply or lease a unit. It is not necessary to give us details about your disability. By completing this portion it will allow us to give you the correct preference on the waiting list(s). Please tell us if you need any disability related accommodations to apply or lease a unit.

8. **Interpreter (Required)**

If you need an interpreter let our office know so we can accommodate you.

9. **Veteran (optional)**

For statistical purpose only.

10. **Family Members (Required)**

List everyone who will be living with you at the time you will receive your housing assistance, including any unborn children. Do not include yourself in the list. If you have more people than the lines listed, please list on a separate piece of paper.

11. **Income (Required)**

List **all** income coming into your household. It is important to list your annual income and the number of hours that you are working. We also must determine if you are eligible for the program by calculating your gross income for the year.

12. **Assets (Required)**

Please describe type of asset and the approximate value of the asset.

13. **Student Status (Required)**

If you are a student please indicate if you are a full-time or part-time student. This information will provide you with the correct preference points on the waiting list.

14. **PROGRAM SELECTION (Required)**

• **Housing Choice Voucher Program (Section 8)**

Serves families, singles, elderly and disabled. Participants will be issued a Voucher that allows them to find housing of their choice (within a rent limit determined by the family size.) Units determined by the family size.) Units selected must meet HUD regulations for safe and sanitary housing. Rent is approximately 30% of household's adjusted monthly income.

• **Capital Terrace Townhomes**

Serves families in a townhouse style with 2-3 bedroom units. Only twelve (12) Voucher Based Units available. The units offer private storage, private playground with picnic benches and grills for use by tenants. All appliances, W/D hookups are included in the unit. W/S/T paid by owner. Rent is approximately 30% of household's adjusted monthly income.

• **Ratekin Tower Apartments**

Serves elderly and disabled only. One bedroom units, 11 accessible units, all appliances, laundry facility, commons area, library, tenant association, computer lab, Senior Companion, Grey Gourmet Meal Services on premises. Mesabity transit and the Grand Valley Transit stop at main entrance. Pet policy/deposit applies. All utilities paid. Rent is approximately 30% of household's adjusted monthly income.

• **Walnut Park Apartments**

Serves elderly and disabled. One bedroom units, 12 accessible units with a laundry facility on site. Also available is a library and gazebo for use by tenants. Pet policy and deposit applies. All utilities paid. Rent is approximately 30% of household's adjusted monthly income.

• **Nellie Bechtel Apartments**

Serves elderly (62+ years of age). One and two bedroom units, accessible units with a laundry facility in each building. Also available is a library and clubhouse for use by tenants. Pet policy and deposit applies. All utilities paid.

15. **Certification (Required)**

Please read very carefully. By signing you are agreeing to its terms. You must sign the form where indicated to be placed onto the waiting list(s).

11. (a) Income of ALL household Members:(Required) Do not include employment income of children under 18. No Adult Family member is employed at this time**Adult #1**

- Unemployment Income Veterans Benefits
 SSA/SSI/SSDI/SS Survivor (circle one) Child Support
 TANF/AND/OAP (circle one) Self Employed
 Involved in a work program (Colo. Works, Voc. Rehab...)
 Wages/Employer - Name and Location of employer:

Name of Family Member receiving income or involved in a work program

Employer's name and Location (Example: Grand Junction, Palisade, Fruita, etc.)

Adult #2

- Unemployment Income Veterans Benefits
 SSA/SSI/SSDI/SS Survivor (circle one) Child Support
 TANF/AND/OAP (circle one) Self Employed
 Involved in a work program (Colo. Works, Voc. Rehab...)
 Wages/Employer - Name and Location of employer:

Name of Family Member receiving income or involved in a work program

Employer's name and Location (Example: Grand Junction, Palisade, Fruita, etc.)

14. Program Selection (Required)*Please check only programs that you are interested in receiving assistance and qualify for.***See description of programs on instruction page.**

- Housing Choice Voucher (Section 8) – Serves Elderly/Disabled, Singles and Families**
 Section 8 Domestic Violence – Serves Victims of Domestic Violence. Verification required.

Subsidized Properties

- Ratekin Tower – Serves Elderly/Disabled**
1 Bedroom, Maximum Occupancy 2 Persons
 ADA Unit Required
- Walnut Park Apts. – Serves Elderly/Disabled**
1 Bedroom, Maximum Occupancy 2 Persons
 Walnut Park ADA Apts. –Disabled
- Capital Terrace Townhomes – Serves Families**
2-3 Bedroom Townhomes, Maximum Occupancy 6 Persons
- Nellie Bechtel Apts. – Serves Elderly 62+**
1 & 2 Bedroom, Maximum Occupancy 4 Persons

11. (b) List Total Income: (Required)**Adult #1**

- Hourly wage \$ _____
 Paid by the week \$ _____
 Paid by the month \$ _____

11. (c) Hours Worked (Required)**Adult #1**

_____ Hours per week

11. (b) List Total Income: (Required)**Adult #2**

- Hourly wage \$ _____
 Paid by the week \$ _____
 Paid by the month \$ _____

11. (c) Hours Worked (Required)**Adult #2**

_____ Hours per week

12. Assets (Required) Include bank accounts, investments, and real estate.

Type	Cash Value \$
	\$
	\$
	\$
	\$

13. Student Status (Required)

Is the HOH or Spouse a student?

 Yes **No**

If yes,

Name of School :**Location of School:** Full – Time Part – Time

of Hours _____

15. Certification of Applicant

I hereby certify that the information I have provided in this pre-application is true and accurate. I am aware that Federal Law provides for a fine and/or imprisonment for any person who fraudulently receives assistance to which he/she is not entitled. I understand that any misrepresentation or false information will result in my application being cancelled or denied, or in termination of housing assistance. 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 Federal Housing Regulations and GJHA policy. **I accept full responsibility for keeping GJHA informed of my current address and I understand that my application will be removed from all waiting lists if I fail to do so. I understand that the GJHA will contact me by mail and if I do not respond in the required time frame, or my mail is returned to the GJHA, I will be removed from all waiting lists. GJHA is not responsible for mail that is not delivered or is delayed by the Post Office.** I certify that all answers and information given by me are true, correct, and accurate to the best of my knowledge.

Signature of the Head of House

Date



Receipt

Thank you for completing the Pre-Application for the Grand Junction Housing Authority's waiting list(s). This is your receipt that verifies the date and time you submitted your application. **Please keep this dated copy to verify that you are given the correct date and time for your application.**

The Grand Junction Housing Authority has a limited number of housing units and funds. Therefore, we are unable to provide you with immediate assistance. The information that you provide on this form (income, household members, etc.) will be verified at the time of your eligibility interview. This information that you are providing will determine your preference on the waiting list(s). **The eligibility interview will take place AFTER your name has reached the top of the waiting list.**

It is your **responsibility** to report any changes in **WRITING** to our office. **GJHA will contact you by mail when your name has reached the top of the waiting list or to seek updated information.** If the letter is returned or you do not respond within a set date, you will be removed from **ALL WAITING LISTS**. GJHA is not responsible for mail that is lost or not forwarded to you in a timely manner by the Post Office.

LOW COST AND AFFORDABLE HOUSING IN MESA COUNTY

***THESE PROPERTIES MAY TO GIVE PREFERENCE TO FAMILIES ON GJHA'S WAITING LIST.**

Una lista de apartamentos de bajo ingresos que no estan asociados con GJHA. Por favor de llamar estos numeros.

Apartment Name Nombre de Apartamento	Apartment Address Domicillio	Phone Number Numero de Telefono	ELDERLY ONLY Solomoto Ancianos	Apartment Address Domicillio	Phone Number Numero de Telefono
Clifton Townhouse	3222 D 1/2 Road, Clifton	(970) 434-3683 Fax 434-9519	Independence Village	225 N. Coulson, Fruita	(970) 858-2174
*Willow Grove	3206 Mesa Avenue, Clifton	(970) 434-2674 Fax 434-9494	Grand View Apartments	1501 N. 1 st Street, GJ	(970) 256-9904
*Grand Valley Apartments	513-539 Jaylee Street, Clifton	(970) 464-1002	Monterey Park Apartments	999 Bookcliff Avenue, GJ	(970) 242-6682
Garden Village	2601 Belford Avenue, GJ	(970) 242-3262	Homeless Shelter and/or Services Refugio para personas sin hogar		
Grand Manor	2828 Orchard Avenue, GJ	(970) 245-8349 Fax 241-8749	GJ Community Homeless Shelter	2853 North Avenue, GJ	(970) 256-9424
Racquet Club	2915 Orchard Avenue, GJ	(970) 245-6889 Fax 245-6888	Rescue Mission	459 S. 6 th Street, GJ	(970) 242-4230
*Monument Ridge Townhouses	2680 B 1/2 Road, GJ	(970) 245-3256 Fax 241-0566	Catholic Outreach	245 S. 1 st Street, GJ	(970) 241-3658
Tiffany Apartments	810 White Avenue, GJ	(970) 241-2871 ext. 146	Outreach Day Center	302 Pitkin Avenue, GJ	(970) 257-9062
Grand Mesa	150 S. Sycamore, Fruita	(970) 858-9202			
<p>You may also call Mesa County InfoLine at 211 for information on other area service providers. If you believe that you have been discriminated against, you may call the Fair Housing and Equal Opportunity National Toll Free Hotline at 1-800-877-7353 for information and assistance.</p>			<p>DATE STAMP:</p>		

When you cannot help everyone in need, who do you help first?

Given limited resources, we have established a Preference Points system to allocate housing assistance, illustrated below. Generally: Elderly or disabled people receive a high priority. Working families with children are served before families who are not working. Local applicants are served before out-of-towners, and people who already receive housing assistance are low on our priority list.

People with identical points will be served in order of their application date & time. An unemployed person who wants to move up the list will help themselves by locating work, and reporting it to GJHA.

How long will I have to wait for assistance? It's difficult to say.

We typically can help a new family when a current tenant moves out. Then we select the next name via the Preference Points system. Then it is up to the applicant. When their name comes to the top of the list, we mail a letter to the applicant, giving them ten days to respond and set up an eligibility appointment, at which their eligibility information is verified. Some people respond timely. Others do not respond, and are removed from all GJHA waiting lists. Some are still eligible for assistance, others are no longer eligible. It is very important that we always have your correct mailing address, so that when your name is at the top of the list, you will receive your letter and respond promptly.

Preference Points	Order of Selection	Residence
115	Involuntarily displaced due to Local Government Action or Federally Recognized Disaster	
115	TBRA (Next Step Program)-Qualified Families	
100	Disabled/Elderly 62 +/ Families w/ Persons w/Disabilities Single Parent family w/dependent children Under Age 6 Working 20 hrs. a week Families w/dependent children Over Age 6 Working 30 hours a week	Living, Working, Attending School in Mesa County
85	Families w/dependent children, not working the minimum # of number of hours per week	Living, Working, In Mesa County
Date and Time	Families w/no dependent children Singles and All Others living outside Mesa County	Living, Working, In Grand Junction UGA

Violence Against Women Act

If you are eligible for a Housing Choice Voucher the Housing Authority cannot deny your rental assistance solely because you are a victim of domestic violence, dating violence or stalking. The GJHA will provide you with additional information regarding VAWA if requested.

Approval/Denial

The Grand Junction Housing Authority has preliminarily approved your application for the waiting list. However, GJHA will do a more in depth screening within 10 days and will review the following:

- Your income
- Your eligibility under our occupancy guidelines per program
- Your previous program participation

If you are deemed ineligible to be placed on the waiting list you will receive a notice postmarked within 10 days. You will have an opportunity to appeal the denial within a certain timeframe.

Please keep this notification as proof of your initial eligibility.