



GRAND JUNCTION  
HOUSING AUTHORITY



8 Foresight Circle, Grand Junction, CO 81505  
Phone: (970) 245-0388 Fax: (970) 241-5514 TTY: (800) 842-9710

## **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 the Head of Household, Co-Head of Household or Spouse must be 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 970-245-0388 x229 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.

# SCREENING GUIDELINES

## A. Reasons for Rejection of Application

1. Failure to provide verification of social security numbers or birth certificates for all family members
2. Applicant does not meet the criteria of the Tax Credit program (such as Income, Student Eligibility, etc.), if applicable.
3. Applicant does not meet screening guidelines (such as a criminal, credit, rental history, etc.).
4. Intentional or material falsification of information supplied on the application by the applicant
5. Applicant does not respond within 72 hours when contacted.
6. Hostile or unsuitable behavior towards staff, residents or property.

## B. Criminal Background Checks

### **Applicants may be denied if:**

1. Any household member has been evicted for drug-related criminal activity
2. Any household member is currently engaging in illegal use of drugs, or there is reasonable cause to believe that a household member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
3. Any household member's abuse or pattern of abuse of alcohol, as indicated by alcohol-related offenses, is determined to have the potential to interfere with the health, safety, or right to peaceful enjoyment of the premises by the other residents.
4. Any household member is subject to a registration requirement under the state sex offender registration program.
5. Any household member has ever been convicted of criminal activity related to the production or manufacture of methamphetamine.
6. Any household member is currently or has in the past five years\* engaged in:
  - a. Drug-related criminal activity
  - b. Violent criminal activity
  - c. Other criminal activity that would interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents
- d. Other criminal activity that would threaten the health or safety of the owner, agent of the owner, any employee, contractor, or sub-contractor who is involved with the housing operations.

\*Periods of incarceration will extend the five-year period stated above by the amount of time served.
7. "Other criminal activity" referred to in 6c and 6d above includes, but is not limited to:

- Homicide	- Battery	- Motor vehicle Theft
- Burglary	- Domestic Violence	-Arson
- Rape	- Robbery	-Fraud
- Assault	- Kidnapping	- Any other felony criminal activity
- Larceny	-All Sexually based offenses	

-Charges directly related to endangerment of children (molestation, pornography, abuse, neglect)
8. An application may be denied if there is a history of habitual criminal activity, including misdemeanors.
9. **GJHA may deny based on the preponderance of the evidence. The applicant does not have to have been convicted or arrested.**

## C. Landlord Reference

1. A satisfactory rental history for previous 3 years is required.
2. "Satisfactory" means applicant has not been evicted for: non-payment of rent, property damages, material noncompliance, or criminal activity within the previous 3 years.
3. Any applicant who owes past due funds to a previous landlord for a property they have vacated within the previous 3 years will be rejected until debt has been paid or settled in full.

## D. Acceptable Credit

1. The credit report of the applicant will be reviewed. .
2. The application may be rejected if the report reveals negative credit items which occurred within the past 3 years with no effort to address unpaid items. Exception may be made if the negative credit is a result of medically related expenses or involuntary financial hardship.

# Apartment Housing Pre-Application



GRAND JUNCTION  
HOUSING AUTHORITY

8 Foresight Circle, Grand Junction, CO 81505

Phone: 970-245-0388

Fax: 970-241-5514

Properties of Interest (Please check all desired properties):

**\*The Highlands**  \*(To qualify – Head, Co-Head or Spouse must be 62yrs or over)

**Arbor Vista**       **Crystal Brook**       **Linden Pointe**

**Village Park**       **Courtyard**       **Lincoln Apts.**

\_\_\_\_\_ **# of bedrooms needed**

**- Do you have a Housing Voucher?**  
Yes       No

**- Are currently on any GJHA waiting list?**  
Yes       No

**- Are you an Honorably Discharged Military Veteran (includes Widows or Widowers)?** Yes       No

**Email(s):** \_\_\_\_\_

**Contact Phone Number(s)** \_\_\_\_\_

## 1. Applicant Information:

	Full Name (First & Last)	Social Security Number	Date of Birth
<b>*Applicant</b>			
<b>*Co-Applicant</b>			

**Current Address:** \_\_\_\_\_  
Street                                      Apt #                                      City/State                                      Zip

**\*How long have you lived at this address?** \_\_\_\_\_ years \_\_\_\_\_ months

## 2. Other Occupants:

Full Name	Social Security #	Date of Birth	Relationship to Applicant/Co-App.

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

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

**3. Household Student Status:** I/We 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)

Name of Student	Name of School/Institution	Full-Time or Part-Time

**4. Income & Assets:** *Please include any of the following for anyone over the age of eighteen (18):* 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.

Person Receiving Income	Type of Income Received	Gross Monthly Income (Before taxes or Deductions)

*Please include any of the following accounts for everyone in the household (including minors):* Checking, savings accounts, IRA, CD, Bonds, Stocks, Money Market Accounts, Securities, Trust Funds, Equity in Property, etc.

Name of Account Holder:	Type of Asset Account	Current Value	Interest Rate and/or Yearly Income

**\*Has anyone in your household disposed of (i.e. given away or sold below value) any assets in the past 2 years?**  
 (This includes any cash, real estate, items held for investment, etc.) Yes  No

If “Yes”, please explain: \_\_\_\_\_

**5. History: Please complete the following (every question MUST be answered):**

- 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 \_\_\_\_\_

I/We hereby certify that the answers and information I/We have provided and in connection with this pre-application are true, correct, and accurate to the best of my/our knowledge. I/We understand that any misrepresentation or false information given will result in my/our application being cancelled or denied. I/We understand that at the time of my/our eligibility interview, I/We will be required to provide verification of the information I/We 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*

**DATE STAMP:**



EQUAL HOUSING OPPORTUNITY