



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)

---

## San Miguel County Deed Restricted Property Owners Guide to Completing the Compliance Questionnaire

The San Miguel County Housing Authority requires deed-restricted property owners to maintain Qualified Owner status on an on-going basis. The requirements can be found in the Land Use Code and the Amended and Restated Deed Restriction and Covenant. Please contact SMRHA if you are unsure which document pertains to your property.

It is recommended that you read through the Compliance Check documents to familiarize yourself with the information necessary to complete the compliance documents and contact our office with any questions. The compliance documents must be received by SMRHA by the end of business on date stated in the cover letter. ***Incomplete applications will not be accepted for review and may result in late filing.***

### Important reminders when completing the Compliance Questionnaire:

- Complete all questions
- Input the deed restricted property address at the top of each page
- Identify all Household Members
- At least one (1) member of the Household who is an Owner must be a Qualified Owner and meet the requirements of the Employment Standard
- Include **ALL** Household Members income and assets in the Household Gross Income
- **All signatures must be notarized**

### Required Documentation:

Employees: **ALL** current/former Employer(s) within the 12-month reporting period must complete Verification of Employment form

Disabled or Retired: Provide effective dates and supporting documentation

### Self Employed Individuals:

- Self-Employment Statement
- Copy of current business license
- Copy of professional licenses (*if applicable*)
- Verification of hours worked within Telluride R-1 School District  
*i.e. - invoices, ledgers, business logs of clients with locations, dates/times/ hours worked*
- Client Verification of Income and Hours Form (*preferred and may be required in certain circumstances*)

### Submit completed form to SMRHA:

Mail: P.O. Box 840, Telluride, CO 81435  
Fax: 970.728.5371  
Email: [admin@smrha.org](mailto:admin@smrha.org)  
Office: Shandoka Unit G-17, 820 Black Bear Rd. (*After-hours drop box available*)

---

*Failure to timely complete the compliance verification process is a violation of the deed restriction*