



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 Web: www.smrha.org

Town of Mountain Village
Deed Restricted Property Owners
Guide to Completing the Compliance Questionnaire

The Town of Mountain Village requires deed-restricted property occupants to maintain Qualified Employee status on an on-going basis. The requirements can be found in the Town of Mountain Village Affordable Housing Restriction and Town of Telluride Employee Housing Restriction located on the SMRHA website, smrha.org. 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 occupying household must be a Qualified Employee and meet the requirements of the deed restriction
- ***All signatures must be notarized***

Required Documentation:

Employees: **ALL** current employers 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*)

Tenant Occupied Units: Copy of executed Lease Agreement

Submit completed form to SMRHA:

Mail: P.O. Box 840, Telluride, CO 81435

Fax: 970.728.5371

Email: 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