



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)

## PINION PARK NORWOOD

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### Application Checklist

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- \$25 non-refundable Application Fee** (*Exact Cash or Check Made Payable to SMRHA*)
- Completed Application**
- Applicant(s) Certification**
- Mortgage Pre-Qualification Letter**
- Copies of **complete & filed** 2021 Federal Tax Returns** (*Please black out SSN*)
- Copies of **all** 2021 W-2's and 1099's**
- Copies of most recent paystubs from all current employers with year-to-date information. Also include previous employers from the current year.**
- Copy of legal ID** (*including driver's license, identification card, or passport*)

**If you are Self-Employed, please include:**

- Copy of Business License**
- Verification of Hours worked in the Norwood R-2j School District** (*invoices, ledgers, etc.*)
- Client Verification of Income and Hours Form** (*Third Party Verification is preferred*)

### **Return Completed Applications To:**

**San Miguel Regional Housing Authority**  
820 Black Bear Rd. G-17 (Dropbox Available)  
PO Box 840, Telluride, CO 81435  
Tel: 970-728-3034 ext. 4 Fax: 970-728-5371  
Email: [courtney@smrha.org](mailto:courtney@smrha.org)

# PINION PARK NORWOOD

## PURCHASE APPLICATION

### HOUSEHOLD INFORMATION

**APPLICANT:** \_\_\_\_\_

Mailing address: \_\_\_\_\_ Phone # (res.) \_\_\_\_\_

Phys. address: \_\_\_\_\_ Phone # (cell) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone # (bus.) \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

Mailing address: \_\_\_\_\_ Phone # (res.) \_\_\_\_\_

Phys. address: \_\_\_\_\_ Phone # (cell) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone # (bus.) \_\_\_\_\_

### OTHER HOUSEHOLD MEMBERS:

\_\_\_\_\_ Relationship to Applicant(s): \_\_\_\_\_

\_\_\_\_\_ Relationship to Applicant(s): \_\_\_\_\_

\_\_\_\_\_ Relationship to Applicant(s): \_\_\_\_\_

\_\_\_\_\_ Relationship to Applicant(s): \_\_\_\_\_

1. How long have you lived in your current home? \_\_\_\_\_ Years \_\_\_\_\_ Months

2. Do you own your home? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If you own your home, you must sign an Intent to Sell form and sell your home within eight (8) months of purchasing a PPNP Unit. Please attach the Intent to Sell Form to this application.**

3. Current Employer(s):  
\_\_\_\_\_

4. Do you currently work within the boundaries of the Norwood R-2j School District? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. If yes, do you plan to continue that employment? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Do any or any members of your Household own improved residential property within 150 miles of Norwood?  
 \_\_\_\_ Yes \_\_\_\_ No
7. If no, do you have employment that will begin within the boundaries of the Norwood R-2j School District?
8. \_\_\_\_ Yes \_\_\_\_ No
9. If yes, please describe the type (free market, Deed Restricted) and the location of property:  
 \_\_\_\_\_

Please total your **gross Household income** of the past 12 months from the following sources:

\$ _____	<p><b>Income from Employment</b>  <i>Includes income on W-2 and 1099 forms such as wages, salaries, overtime pay, commissions, fees, tips and bonuses, and any other employment income from partnerships or S corporations</i></p>
\$ _____	<p><b>Benefit Payments</b>  <i>Includes Social Security, SSI, Workers' Compensation, Disability pay or benefits, unemployment benefits, severance pay, annuities, pensions, retirement or death benefits</i></p>
\$ _____	<p><b>Alimony and/or Child Support</b></p>
\$ _____	<p><b>Interest, dividends, and other income from Household Assets</b>  <i>Includes interest from bank accounts or bonds, dividends from stocks or mutual funds, income distributed from trust funds, etc.</i></p>
\$ _____	<p><b>Re-occurring/ and/or One-Time Monetary Gifts from family members</b></p>
\$ _____	<p><b>Rental Income</b>  <i>Includes income from renters/roommates</i></p>
\$ _____	<p><b>Other Capital Income</b>  <i>Includes multiple-year capital gains, royalties</i></p>
\$ _____	<p><b>Other Income</b> _____  <i>Please specify</i></p>
\$ _____	<p><b>TOTAL GROSS HOUSEHOLD INCOME</b></p>

**EMPLOYMENT VERIFICATION**

*Complete pages 4 & 5 for all current employers.  
If you are self-employed, please download the Self-Employment forms.*

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**Employee Name:** \_\_\_\_\_ **Employee Title:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Is Employer located within the Norwood R-2j School District boundaries? \_\_\_\_\_ YES \_\_\_\_\_ NO

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Seasonal: \_\_\_\_\_ YES \_\_\_\_\_ NO

Wages Received: \$ \_\_\_\_\_ per \_\_\_\_\_

Paid leave received: \_\_\_\_\_ days

Average **hours per week** worked: \_\_\_\_\_

Total **weeks per year** worked: \_\_\_\_\_

Total **hours per year** worked: \_\_\_\_\_

**Under penalty of perjury, I declare that all information contained herein is true, correct, and complete to the best of my knowledge and belief.**

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email

**CERTIFICATION OF EMPLOYMENT**

**Employer's Affidavit**

I, \_\_\_\_\_, hereby declare under penalty of perjury that \_\_\_\_\_, is presently employed by \_\_\_\_\_ whose principal address of business is \_\_\_\_\_, and further certify that the above-named Employee \_\_\_\_\_ is OR \_\_\_\_\_ is not employed within the boundaries of the Norwood R-2j School District of San Miguel County, and that the employment of said Employee began on (date) \_\_\_\_\_.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Employer

STATE OF COLORADO )  
 ) ss.  
SAN MIGUEL COUNTY )

The foregoing instrument was sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 2023,  
by \_\_\_\_\_.

WITNESS my hand and official seal.  
My commission expires: \_\_\_\_\_.  
\_\_\_\_\_  
Notary Public

(Notary Seal)

**Employee's Affidavit**

I, \_\_\_\_\_, hereby declare under penalty of perjury that I am employed by \_\_\_\_\_, that my principal place of employment is \_\_\_\_\_, which \_\_\_\_\_ is OR \_\_\_\_\_ is not located within the boundaries of the Norwood R-2j School District of San Miguel County, and that my employment there began on (date) \_\_\_\_\_.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Employee

STATE OF COLORADO )  
 ) ss.  
SAN MIGUEL COUNTY )

The foregoing instrument was sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 2023,  
by \_\_\_\_\_.

WITNESS my hand and official seal.  
My commission expires: \_\_\_\_\_.  
\_\_\_\_\_  
Notary Public

(Notary Seal)

## HOUSEHOLD NET ASSET CALCULATION

### Household Assets

**Cash/Cash Equivalents**

Cash on Hand \$ \_\_\_\_\_  
 Checking Account \$ \_\_\_\_\_  
 Saving Account \$ \_\_\_\_\_  
 Money Market Funds \$ \_\_\_\_\_  
 Cash Value of Life Insurance \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

**Real Estate**

Residential: Montrose County \$ \_\_\_\_\_  
 Land: Montrose County \$ \_\_\_\_\_  
 Residential: Outside Montrose Cty \$ \_\_\_\_\_  
 Land: Outside Cty \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Investments**

Certificates of Deposit \$ \_\_\_\_\_  
 Stocks \$ \_\_\_\_\_  
 Bonds \$ \_\_\_\_\_  
 Mutual Funds \$ \_\_\_\_\_  
 Annuities \$ \_\_\_\_\_  
 Retirement Funds \$ \_\_\_\_\_  
 Funds in names of Dependents \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

**Personal Property**

Automobiles \$ \_\_\_\_\_  
 Recreational Vehicle/Boat \$ \_\_\_\_\_  
 Home Furnishings \$ \_\_\_\_\_  
 Appliances/Furniture \$ \_\_\_\_\_  
 Collections \$ \_\_\_\_\_  
 Jewelry/Furs \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

**Business Assets**

Total Business Assets \$ \_\_\_\_\_

**Total Household Assets \$ \_\_\_\_\_**

### Household Liabilities

**Current Debts**

Household (e.g. rent) \$ \_\_\_\_\_  
 Business \$ \_\_\_\_\_  
 Medical \$ \_\_\_\_\_  
 Credit Cards \$ \_\_\_\_\_  
 Department Store Cards \$ \_\_\_\_\_  
 Taxes Owed \$ \_\_\_\_\_  
 Legal \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

**Loan**

Bank/Finance Company \$ \_\_\_\_\_  
 Automobile \$ \_\_\_\_\_  
 Recreational Vehicle/Boat \$ \_\_\_\_\_  
 Education \$ \_\_\_\_\_  
 Life Insurance Loan \$ \_\_\_\_\_  
 Personal (family/friends) \$ \_\_\_\_\_  
 Business \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

**Mortgages**

Land \$ \_\_\_\_\_  
 Residential \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

**Total Household Liabilities \$ \_\_\_\_\_**

### Household Net Assets

\$ \_\_\_\_\_ - \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL ASSETS**

**TOTAL LIABILITIES**

**NET ASSETS**

## APPLICANT(S) CERTIFICATION

Under penalty of perjury, the Applicant certifies the following:

1. All information provided in this application, including attachments, submitted to the San Miguel Regional Housing Authority to rent or purchase Pinion Park Norwood Project Deed Restricted Property are true, complete, and correct to the best of the Applicant(s) knowledge;
2. The Applicant(s) has/have been given a standard application; and,
3. The Applicant(S), on the basis of the application presented, believes the Household qualifies to occupy the Housing Unit(s) in question according to the Deed Restriction, these Guidelines and all other applicable procedures, rules and regulations.

**Any material misstatement of fact or deliberate fraud by the Household in connection with any information supplied to SMRHA shall be cause for immediate expulsion from the application process and/or forced sale of the Housing Unit.**

(Applicant Signature)	(Date)	(Applicant Signature)	(Date)
(Print Name)		(Print Name)	

**DISCLAIMER:** All personal information collected by Norwood Homes, LLC and SMRHA is done so exclusively with your consent, by means of the signed completion of this form and the Release of Information form. The personal information collected is only used for the purposes of qualifying you for the Pinion Park Norwood Project. We will not, under any circumstances, share your personal information with other individuals or organizations without your permission, including public organizations, corporations, or individuals. We do not sell, communicate, or divulge your information to any mailing lists. We store your file ourselves and we use and apply the appropriate security measures to preserve the confidentiality of your information.

**FAIR HOUSING:** Norwood Homes, LLC and SMRHA are committed to compliance with all federal, state, and local fair housing laws. We will not discriminate against any person because of race, color, religion, national origin, sex, familial status, disability, or any other specific classes protected by applicable laws. Norwood Homes, LLC will allow any reasonable accommodation or reasonable modification based upon a disability-related need. The person requesting any reasonable modification may be responsible for the related expenses.

**CORA:** The SMRHA is subject to the Colorado Open Records Act (CORA) Colorado Revised Statutes section 24-72-201, *et seq.* Any information that you provide becomes public record, with the exception of specific confidential information as stated in CORA. Confidential information under CORA includes financial information; for example, state and federal income tax returns. However, please be aware that any confidential documents or information that you choose to provide or disclose at a public meeting will become a part of the public record of that meeting, and therefore subject to disclosure pursuant to CORA.