

PART IV

APCHA RENTAL POLICIES AND PROCEDURES

Section 1. Rental Priorities (APCHA Managed Properties)

All tenants for deed restricted rental units must qualify through APCHA prior to moving in and/or executing a lease. Submission of application documents demonstrating qualification is required after a rental unit is offered to a prospective tenant and prior to signing a lease or occupying the unit.

For properties under APCHA management that are advertised for rent, priority is established according to the duration of employment/work history, unless one of the following applies:

A. Emergency Workers

- To be qualified as an Emergency Worker, the applicant's employer must verify Emergency Worker Status by completing the Emergency Worker Verification Form. Once signed off, the form should be provided to the Compliance Manager for final approval.
- A qualified Emergency Worker will be placed at the top of the priority list for APCHA managed properties. Verification of Emergency Worker status is required for a one-year renewal of the lease. This requirement expires after two years of residency and service. Emergency worker priority does not extend to APCHA rental units under private property management.

B. Mobility-disabled Applicants

A qualified mobility-disabled employee (See Definitions) shall have first priority in renting or purchasing a mobility-disability, Type A, APCHA unit if all other criteria are met (i.e., category, minimum occupancy).

C. Senior Applicants (applies only to Aspen Country Inn)

Qualified seniors shall have rental priority for senior-designated units at the Aspen Country Inn. A qualified senior is someone who reaches the age of 65 or older as stated in Part VIII, Definitions, who is working in Pitkin County at the time of application or who has worked in Pitkin County full time (at least 1500 hours per year) for 4 years immediately prior to retirement or later. Second priority is granted to qualified applicants age 55 to 64, working full time in Pitkin County at the time of application. Seniors must meet all other qualification requirements.

D. Residents Displaced by Affordable Housing Property Development

Tenants of deed restricted housing may be displaced by the construction of new affordable housing units or the conversion of existing free market dwelling units to deed restricted affordable housing units. Tenants residing in free-market rental units that are converted to deed restricted affordable housing shall be permitted to continue occupancy if APCHA qualifications are met or, if qualified, they shall have priority in renting a unit of the same size at another location as determined by APCHA.

Section 2. Rental Procedures

Available rental units may be advertised by the private sector property owners. Properties managed by APCHA are listed at www.apcha.org.

A. Rental Units under APCHA Management

Rental applicants must sign up to be considered for an APCHA advertised unit in the APCHA office during the time frame indicated on the advertisement.

B. Rental Units under Private Sector Property Management

All tenants for deed restricted rental units must qualify through APCHA prior to moving in and/or executing a lease. Private owners and property management companies manage most of the deed restricted rental units in the city and county. Available rentals under private control are advertised separately from APCHA listings and each such owner or property manager may follow a different rental procedure. However, affordable housing rental applicants must qualify through APCHA prior to executing a lease, and all leases are subject to APCHA approval.

Applicants for rental of an affordable housing unit under private property management shall first inquire with the property manager or owner regarding availability of a unit and after being offered such unit, shall apply and qualify through the APCHA office.

C. ADU and CDU Rental by Preference of Owner

All tenants for deed restricted rental units must qualify through APCHA prior to moving in and/or executing a lease. Tenants of Accessory Dwelling Units (ADU, located in the city) or Caretaker Dwelling Units (CDU, located in the county) are subject to APCHA rental qualification requirements. The owner of any such unit shall be permitted to choose his/her APCHA-qualified tenant.

D. Seasonal Rentals

All tenants for deed restricted rental units must qualify through APCHA prior to moving in and PRIOR TO executing a lease. Persons working in the city or county at least thirty (30) hours per week during the winter months (November-April) shall be eligible for rental of APCHA seasonal rental units at designated properties. A seasonal employee/worker, student, intern or faculty member must submit an APCHA Seasonal Rental Application and additional documents as required, unless the unit is occupied by students and/or faculty of the Music Associates of Aspen (MAA). These properties include, but may not be limited to, Marolt Ranch, Burlingame Ranch Seasonal Housing, designated dormitory-type units located at Aspen Highlands Village.

E. Requalification and Retiring in APCHA Rental Housing

Tenants residing in deed-restricted units shall be reviewed and verified at least every two years to ensure that they continue to meet the requirements of the Regulations, including but not limited to:

- Minimum Occupancy;
- Income and Asset Requirements;
- Residency and employment; and
- Non-ownership of developed residential property in the Ownership Exclusion Zone

Tenants residing in deed-restricted housing who retire upon reaching retirement age must continue to live in the unit at least 9 months out of the year and not own any other residential property in the OEZ.

APCHA does not guarantee the availability of a workforce housing unit to the applicant. APCHA may deny access to deed restricted housing to any applicant whom APCHA finds would pose a risk to the use and enjoyment of deed restricted housing to other qualified persons, or whose record as an occupant of deed restricted housing otherwise justifies a conclusion by APCHA that it would be in the best interests of APCHA to reject the application. In making any determination under this provision APCHA shall consider among other things, the applicant's criminal record, past non-compliance under any prior leases, and past business relationships with APCHA.

TABLE VI

MAXIMUM ANNUAL APCA ADJUSTMENT

<i>Year</i>	<i>Rate Adjustment</i>	<i>Year</i>	<i>Rate Adjustment</i>
1978-1982	0.0%	2009	0.7%
1983	6.6%	2010	2.3%
1984	5.0%	2011	1.3%
1985	3.3%	2012	3.0%
1986-1988	0.0%	2013	1.7%
1989	4.7%	2014	1.1%
1990	3.0%	2015	1.1%
1991	0.0%	2016	0.1%
1992	2.0%	2017	1.5%
1993	1.2%	2018	2.3%
1994	1.0%	2019	2.2%
1995	1.1%	2020	1.9%
1996	0.99%	2021	1.3%
1997	1.31%		
1998	0.73%		
1999	0.54%		
2000	1.08%		
2001	1.40%		
2002	1.63%		
2003	2.15%		
2004	1.6%		
2005	3.0%		
2006	3.0%		
2007	1.7%		
2008	3.0%		

The increase is based on the lesser of the percentage change in the Consumer Price Index (Urban Wage Earners) from November of one year to November of the following year, or 3%, whichever is less. The index increased at the rate of 1.3% from November 2019 to November 2020; therefore, the annual increase in 2021 is 1.3%. Please contact the APCA for the actual maximum rental rates available and/or the maximum rental rates for a specific deed-restricted property.