

Strengthening Community Through Workforce Housing

EMPLOYER OWNED UNIT QUALIFICATION PACKET

PROPERTY INFORMATION				
Project/Apt Complex		Unit #:		# Bedrooms
Title Company				

Employer (Pitkin County Employer):

A business whose business address is located within Aspen and/or Pitkin County, whose business employs employees (as defined herein) within Pitkin County, who work in Pitkin County, and whose business taxes are paid in Aspen or Pitkin County. If an employer is not physically based in Pitkin County, an employee must be able to verify that they work in Pitkin County a minimum of 1500 hours per calendar year for individuals, businesses or institutional operations located within Pitkin County.

EMPLOYER INFORMATION			
Business Name			
Physical Address	Mailing Address:		
Main Contact Name			
Phone Number		Email	
Type of Business		Number of Employees in Pitkin County	

Landlord Responsibilities:

- Property managers/landlords must provide of copy of the lease to APCHA showing the rent is less than or equal to the maximum rent allowed per their deed restriction and lease must contain language regarding employee requirements.
- Tenants must qualify *prior* to moving in and re-qualify every two years.
- Property managers/landlords must notify tenants of the requirement to requalify at least thirty (30) days prior to the end of the qualification period.
- If you are not sure if the tenant is qualified, do NOT sign a lease with them before checking with APCHA.

Signature		Date	
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