FAQs

HOW TO COMPLETE A QUALIFICATION APPLICATION FOR A PRIVATELY MANAGED UNIT?

APCHA

Aspen | Pitkin | County | Housing | Authority

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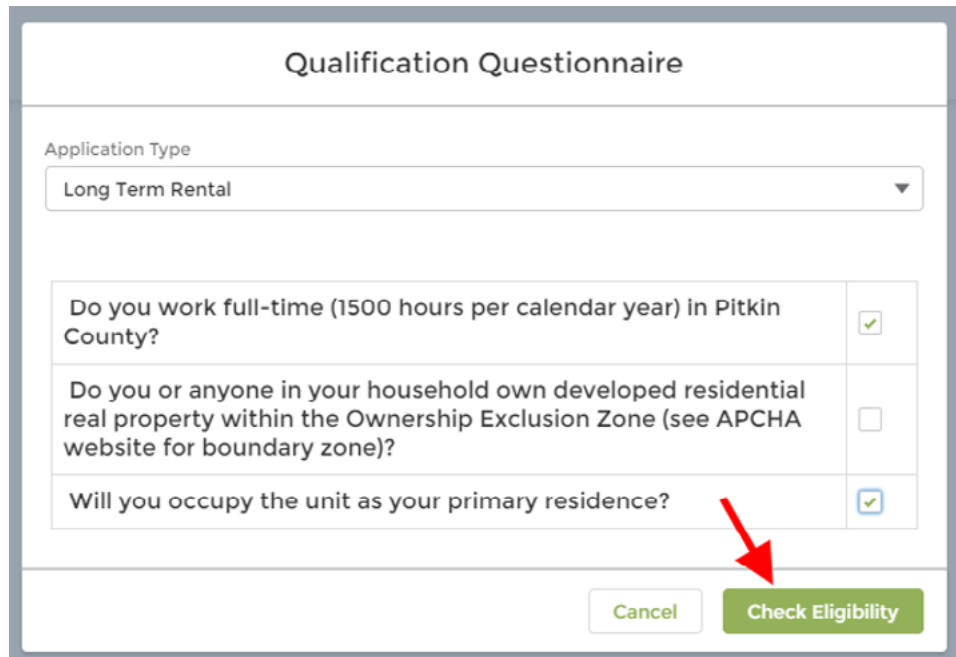HOW TO COMPLETE A QUALIFICATION APPLICATION FOR A PRIVATELY MANAGED UNIT?

Once you have followed the steps on "how to apply for a privately managed unit" PLEASE follow these directions very carefully. You CANNOT go back and edit this application once it is completed.

1

Once you have completed the steps to apply for a privately managed unit, you will be prompted to begin the Qualification Application process. Please check your eligibility, click on "check eligibility" and a qualification questionnaire will pop up on the screen.

Qualification Questionnaire

Application Type

Long Term Rental ▼

Do you work full-time (1500 hours per calendar year) in Pitkin County?	☑
Do you or anyone in your household own developed residential real property within the Ownership Exclusion Zone (see APCHA website for boundary zone)?	☐
Will you occupy the unit as your primary residence?	☑

Cancel   **Check Eligibility**

2

If applying for a long-term rental, you must work AT LEAST 1500 HOURS in Pitkin County and occupy the unit as your primary residence. If you or anyone in your household owns residential property within the ownership exclusion zone, you DO NOT QUALIFY. If applying for a seasonal rental YOU MUST occupy the unit as your primary residence during the winter season and YOU MUST work full-time in Pitkin County (30hr weekly minimum) during the winter season, again, same deal for seasonal as long term, if you or anyone in your household owns residential property within the ownership exclusion zone, you DO NOT QUALIFY.

3

Once you have checked your eligibility and see that you qualify the next step is to complete the application. The first step of the application is how are you applying?
As an individual? Household? Or Roommate/Co-Buyer?

4

If applying as a **household** PLEASE add household members to your profile BEFORE starting this application to save time (see FAQ on how to add a household member <u>here</u>).
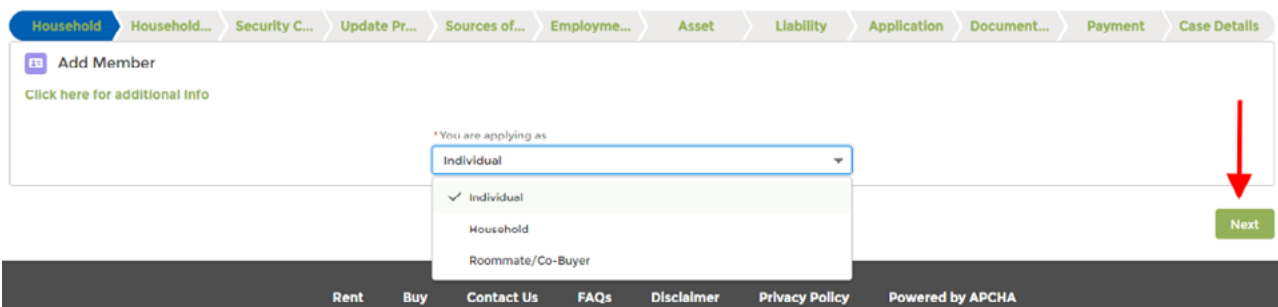
5

If applying as a **roommate** see FAQ on how to apply as a roommate/co-buyer <u>here</u>.

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If applying as **individual** please continue with the steps below.

Qualification Process

| Household | Household... | Security C... | Update Pr... | Sources of... | Employme... | Asset | Liability | Application | Document... | Payment | Case Details |

Add Member

Click here for additional info

*You are applying as

Individual

✓ Individual

Household

Roommate/Co-Buyer

Next

Rent   Buy   Contact Us   FAQs   Disclaimer   Privacy Policy   Powered by APCHA

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Once you have hit next the next screen to appear is the "update person account" screen. Please fill this out entirely so all of your information is up to date and accurate. YOU MUST HIT UPDATE PROFILE BEFORE HITTING NEXT. If you hit NEXT without updating your profile first none of the information will be saved.

Update Person Account

Please verify that your personal account information is accurate and up to date. To save updated information, click 'Update Profile' button.

Person Account

Email

Rental Qualification Expiry

Sales Qualification Expiry

Date Of Birth

Other Phone

SSN

Mailing Address
Mailing Street

Phone

Physical Address
Physical Street

Mailing City

Mailing State/Province

Mailing Zip/Postal Code

Mailing Country

Physical City

Physical State/Province

☑ Mailing Address Same As Physical Address

Physical Zip/Postal Code

Physical Country

Authorized Contact

Authorized Contact Name

Authorized Contact Email

Authorized Contact Phone

Emergency Contact

Emergency Contact Name

Emergency Contact Phone

Emergency Contact Relationship

Emergency Contact Email

[Update Profile]

Please make sure all of your profile information is up-to-date. All fields must be filled out entirely. Once updated hit "update profile" and then "next" to continue to the next step.

[Previous] [Next]

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After hitting next, you will be directed to the "sources of income" page. Please choose your "types" from the dropdown menu shown below. All sources of income must be included in the application.
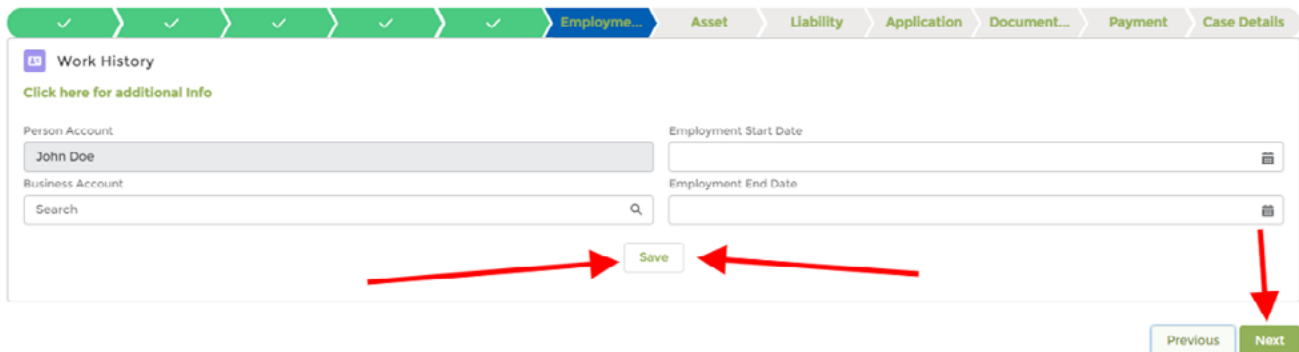

8.5

Please make sure you have filled out "Business account" and "Balance/Value" fields, once everything is filleda out entirely PLEASE HIT SAVE before hitting next.

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After hitting "next" you will be directed to the "Work history" page. Include all work history in Pitkin County (if you just moved to Pitkin County provide your current work history.) Make sure this is filled out entirely. It is not necessary to add an "employment end date" to your current job. PLEASE HIT SAVE before hitting next.

10

After clicking "next" you will be directed to the "Asset" page. Please choose from the drop-down menu shown below. Choose the all that apply to you. Ex. If you have a checking, savings and a retirement fund account fill out each one separately and hit SAVE after each one.

10.5

Please fill out real estate information and vehicle information ONLY IF THAT APPLIES TO YOU. If you do now own any real estate, leave blank. If you do not have a vehicle, leave blank. Remember to HIT SAVE BEFORE Clicking "next" once you have filled out this page to the best of your abilities.

Asset Information(Do not fill this section if Asset is Real Estate or Vehicle)

Person Account
John Doe

Business Orgnization
Vanguard

Type
--None--

Balance/Value

Business Type
Financial Institution

Real Estate Information(Fill this section only if Asset is Real Estate)

Real Estate Address

Real Estate Type
--None--

Real Estate Balance/Value (Per Year)

Vehicle Information(Fill this section only if Asset is Vehicle)

Vehicle Model Year

Vehicle License Plate #

Vehicle Make

Vehical Registration Expiry

Vehicle Model

Save

Type	Business Type	Business Organization	Balance/Value	Real Estate Address	Real Estate Type	Vehicle Model Year
Checking Account	Financial Institution		$1.00			
Retirement Funds	Financial Institution		$2.00			

Previous   Next

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After clicking "next" you will be directed to the "liability" page. Liabilities include loans, credit cards, etc. Please choose from the dropdown menu shown below. If you have more than one liability fill out the information for your first one, click SAVE and then fill out the information for the next liability. PLEASE remember to click SAVE after each one. Once completed hit "next."

Liability

Click here for additional Info

Person Account

John Doe

Type

--None--

- Mortgage Loan
- Automobile Loan
- Student Loan
- Credit Card
- Other

Business Orgnization

Search

Balance/Value

Previous | Next

Liability

Click here for additional Info

Person Account

John Doe

Type

--None--

Business Type

Financial Institution

Business Orgnization

Search

Balance/Value

Save

Type	Business Type	Business Organization	Balance/Value	
Credit Card	Financial Institution	Capital One Financial	$3.00	Delete
Automobile Loan	Financial Institution	HONDA LEASE TRUST	$6,000.00	Delete

Previous | Next

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After clicking "next" you will be directed to the final page to save your information. Please make sure if you have household members 18 and over and/or roommates to include them on the application under applicant B,C, or D. Make sure you have also marked the correct "Application type" and "Employment type" Once finished click "Save application"

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You're almost there! One of the last steps before payment is to upload all your documents! For a Long term rental, it is required that you upload, your most recent paycheck stub(s), Last 2 years W2s or 1099s, bank statement of screenshot showing current balance for all assets, federal picture ID, Last 2 years tax returns. Once you have uploaded all the required documents, click "next."

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After you have uploaded all your documents and clicked "next" you will be directed to the payment screen.
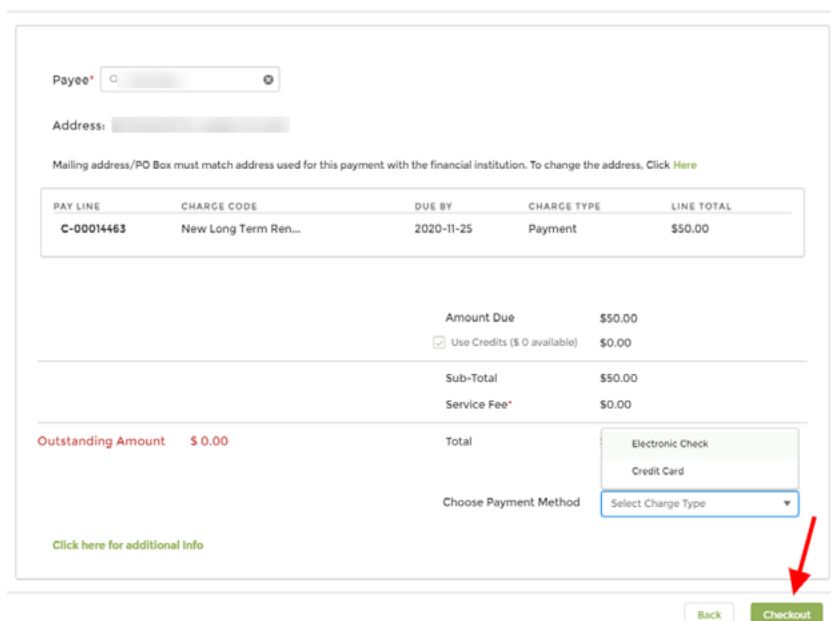Click "Pay" to continue.

Qualification Process

Payment | Case Details

Pay

Please click the pay button to complete payment for the associated fees with this qualification.
Your application will NOT be reviewed until payment has been accepted.
If you wish to pay by cash or check, payment must be received by APCHA before your application can move forward.

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A pop-up will appear on the screen to process the payment for a long term application, the application fee is $50. Choose the payment method that works best for you. Either credit card or electronic check (if you want to pay with cash or check that must be dropped off at **XXXX**.) Please make sure when submitting payment online your mailing address matches the current mailing address on your credit card or your electronic check.
Click checkout to complete!

Payment

Payee*

Address:

Mailing address/PO Box must match address used for this payment with the financial institution. To change the address, Click Here

PAY LINE	CHARGE CODE	DUE BY	CHARGE TYPE	LINE TOTAL
C-00014463	New Long Term Ren...	2020-11-25	Payment	$50.00

Amount Due		$50.00
☑ Use Credits ($ 0 available)		$0.00
Sub-Total		$50.00
Service Fee*		$0.00

Outstanding Amount $ 0.00

Total

Electronic Check
Credit Card

Choose Payment Method   Select Charge Type ▼

Click here for additional Info

Back   Checkout

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Once payment is complete a confirmation will appear on your screen showing the status of your payment. Click "close."

Payment

	Pay Line	∨	Charge Code	∨	Due By	Status	∨	Total Due	∨	Balance Due	∨
☐	C-00014463		New Long Term Rent...		Nov 25, 2020	Paid		$50.00		$0.00	

Click here for additional Info

Close

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You are all done! Your final screen will provide you with a case # and your application status. PLEASE SAVE THE CASE NUMBER YOU ARE GIVEN FOR FUTURE REFRENCE.

Please find your case details below:

Case Number: 00016449

Status: Submitted

Thank you for submitting your application. Please retain your case number for future reference.
Your application has been added to the queue for review by our qualification specialist. They will contact you directly with any questions and whether your application has been approved.
You will not be able to move in to a deed-restricted unit until your application has been approved by APCHA.