



## Tenant Selection Plan

### Section 1: Project eligibility requirements

- The Mancos Commons received TAHG (Transformation Affordable Housing, Homeownership and Workforce Housing Grant program) funds from the State of Colorado and through the Department of Locals Affairs, for the benefit of the Division of Housing (DOLA).
- Three, one-bedroom, housing units will be available for rent at 145 Grand Avenue, Mancos, CO 81328.
- These units are considered workforce housing and will be given preference to Applicants working in the 81328 zip code.
- Applicants will need to prove lawful presence/citizenship through filling out, signing and submitting a Declaration of Section 214 Status. In addition, Applicants must provide a copy of government issued photo identification (ex. birth certificate, social security card, passport).

### Section 2: Income Limits & Targeting

- Income limits for Applicants to be eligible have been set by DOLA and must not exceed \$73,080 for one person or \$83,520 for two people. These numbers are created by HUD (United States Division of Housing and Urban Development) and are adjusted each year.
- Each of the three, one-bedroom, units available can have a maximum of two occupants, no pets.
- DOLA'S goal is for tenants to spend no more than 30% of their monthly income on rent/utilities/non-optional fees. A tenant or tenants paying more than 30% would be considered rent burdened and it would be called out as a concern as part of the State's monitoring.

### Section 3: Eligibility Criteria

In order to qualify Applicants must:

- Pass a criminal background check\* and credit check. (No violent offenses, sex crimes, embezzlement, DUI's will be accepted.)
- Have a rental history with Landlord contact information. (Rental history beyond 7 years will not be considered.)
- Have their income and assets verified.
  - Tenant will complete an Income and Asset Questionnaire as well as provide at least two (2) months of documents showing their annual income (wage statement, interest statement, etc) in addition to any assets that need to be disclosed (six (6) consecutive months of statements for checking/savings accounts) for income verification.
- Meet occupancy standards set by this project. (No more than two occupants with no pets.)
- Verify Applicant is not listed on the National Sex Offender Public Website.

\*Applicant is responsible for the cost of a background and credit check at \$40. An email will be sent to Applicant through RentPrep, where Applicant can fill out their personal information. Once the background and credit check has been completed Sage Properties will receive notification.

### Section 4: Application Process



- Applicant will be able to apply online at [www.sageproperties.group](http://www.sageproperties.group) or in person at the Mancos Public Library 211 W 1st Street, Mancos, CO 81328 or Sage Properties 121 W Grand, Mancos, CO 81328.
- Applications will be accepted between the working hours of 9 - 5, starting Friday, March 15 through Monday, March 25, 2024 through the means listed above.
  - As long as Applicant's *gross income* (income before taxes or expenses deducted) on the application does not exceed the income limits listed above (\$73,080 for one person or \$83,520 for two people) the Applicant will be notified and move onto income verification. (See Section 3 regarding income and asset verification.)
  - Showings of the property will be conducted for those whose income does not exceed the income limits.
  - After income verification the Applicant will either meet the criteria and be eligible to be randomly chosen for accommodation or will be informed of ineligibility.
  - Selection will commence on Monday, April 1, 2023 at 12:00pm, under Colorado Department of Housing guidelines.
    - For each Applicant whose income is verified and meets the criteria a random number will be generated and associated with that Applicant.
    - All numbers will be put into an online random generator.
  - Units will be picked in order (Unit B, C, D).
  - Applicant who is picked from the online generator will be informed immediately via phone and email. Applicant will have seven (7) days to either accept or reject the offer to rent a unit at the Mancos Commons. Should the Applicant reject the offer the Applicant will be pulled from the list and Sage Properties will schedule an additional time to randomly choose an Application through the same online generator. Should the Applicant accept, a lease will get drawn up, a meeting will be scheduled with the Applicant to go over lease, sign lease and take the security deposit.
  - Upon decided on move in date the Applicant and Sage Properties will schedule a time to meet to exchange keys and to do an initial walkthrough inspection.
  - Sage Properties will allow appropriate time for Applicant to give notice (standard 30 days) to current landlord/living situation.
  - Any Applicant who is not offered a Unit will remain on the waitlist for 12 months should a Unit become available. (Applicants will be notified of this.)
- Rent is \$1100/month and has been determined through the funding received by the Mancos Commons.
  - Rent does not include electricity or internet.
  - No pets are allowed.
- Security deposit of \$1100 is required at the time of the lease signage.
  - Security deposit upon move out will be returned within 60 days.
  - An inspection/walkthrough of the property will be conducted upon move in and move out.
  - Any damage, beyond normal wear and tear, will be itemized and charged to the tenant.

## Section 5: Waiting List Process



- All Applicants on the waiting list will be contacted via email and a follow up phone call regarding their application status; whether they are within the income threshold and can move forward with income verification or whether they are not within the income threshold and will be pulled from the waitlist.
  - Once all three units have been leased the remaining Applicants on the waitlist will be emailed and informed that their names will stay on the waitlist, unless they choose to remove them, for whenever a unit becomes available again.

### **Section 6: Marketing Plan**

- The three units available will be advertised online, in print and on the radio.
  - Initial advertisement will be sent out 10-12 days before accepting applications.
- Online the units will be found at:  
Sageproperties.group (where applications can be filled out)  
Sage Properties social media accounts: Facebook and Instagram  
Zillow and other syndicates.  
Coloradohousingsearch.com  
Mancos Common Press Website  
Mancos Valley Resources (newsletter)
- Flyers will be posted at:  
Mancos Library  
P&D Grocery  
Fahrenheit Coffee  
Alpacka  
Mancos Post Office  
Zuma Natural Foods  
Mancos Brewery  
Fenceline Cidery  
Churches in Mancos (Methodist, First Baptist, Saint Rita Catholic Church) with their Permission  
Mt Lookout Grange
- Applications will be available at:  
Mancos Library  
Sage Properties
- Other forms of advertising:  
Radio: KSUT (Durango) and KSJD (Cortez)  
Chuck's List (Local listserve)

### **Section 7: Resident Responsibilities and Annual Recertification**

- Inspections will take place during move in, move out and on an annual basis (along with any lease renewal). These inspections will be performed by an employee of Sage Properties to make sure the property is following safety guidelines as well as inspecting for standard wear and tear along with any damage.
  - Should a tenant need to submit a work order for a maintenance issue they can do via DoorLoop. If it is an emergency the tenant will receive contact numbers for Sage Properties personnel.



- When Tenants sign a lease with Sage they are invited to login to their very own portal in DoorLoop (property management software) where they can see their lease, submit maintenance requests and pay their rent and their security deposit.
- Initial payment (rent and security deposit) and subsequent payments can be made electronically on DoorLoop or a rent check can be mailed or delivered to Sage Properties' office.
  - DoorLoop payments do have fees attached. ACH is \$1 and credit or debit cards have a 3% fee which is charged directly to the Tenant.
  - No cash payments are accepted.
  - If Tenants pay via DoorLoop an automatic receipt is sent to them. If they pay via check a receipt will be emailed to them as soon as the check is received and deposited.
  - Tenants can pay their rent at any time, however rent is posted five (5) days before rent is due. Rent is always due on the 1st of the month. Tenants have a seven (7) day grace period to pay rent should there be a delay. If the Tenant does not pay rent by the 7th a one time \$50 late fee is charged.
    - Tenants are encouraged to reach out to Sage should there be any issue with rent payments so a plan can be worked out.
- Returned payment fees are \$25.99 in DoorLoop and returned check fees are \$50.
- Tenant will complete an Income and Asset Questionnaire as well as provide at least two (2) monthly of documents showing their annual income (wage statement, interest statement, etc) for income verification.
- Upon lease expiration and potential renewal the tenant will provide the same documents mentioned in Section 3 for income verification and/or provide a written statement regarding the household's annual income with a certification that the information is complete and accurate.
- Colorado's Warrant of Habitability is followed in regards to keeping the rental property safe and healthy for habitability.

### **Section 8: Violence Against Women Act (VAWA)**

- The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.
  - Applicant or Tenant cannot be denied admission, denied assistance, terminated from participation, or be evicted because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.
- Each Tenant will sign a VAWA Lease Addendum along with their lease. This addendum effectively states that Sage Properties (as the Landlord) cannot evict nor consider any criminal activity or incidents related to domestic violence or stalking.
- Emergency Transfer Plan for victims of domestic violence: In accordance with the Violence Against Women Act (VAWA) Sage Properties allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. If the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.



A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

- To request an emergency transfer, the tenant shall notify Sage Properties and submit a written request for a transfer to an additional unit. This request should include either: 1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under Sage Properties program; 2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.
- Sage Properties will keep confidential any information that the tenant submits in requesting an emergency transfer, unless the tenant gives Sage Properties written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program.
- Sage Properties cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. Sage Properties will, however, act as quickly as possible to move a tenant.
- If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. Sage Properties may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.
- If Sage Properties has no safe and available units for which a tenant who needs an emergency is eligible, Sage Properties will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, Sage Properties will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.
  - National Domestic Violence Hotline at 1-800-799-7233. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).
  - Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE or <https://ohl.rainn.org/online/>
  - National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.
  - Renew Inc 970-565-9116 or [outreach@renew-inc.org](mailto:outreach@renew-inc.org) or Crisis Hotline 970-565-2100

## **Section 9: Section 504 and other related Acts**



- Section 504 makes it unlawful for a housing provider to refuse to rent to a person simply because of a disability and how it manifests. Under Section 504 there is a requirement to make reasonable accommodations.
  - Reasonable accommodations are any changes, adaptations or modifications that may be necessary for the Tenant to live in.
  - Sage Properties accepts all reasonable accommodation requests. Request will be provided and paid for by Sage Properties unless the request would be an undue financial or administrative burden or fundamental alteration to the premises. In the case of financial, administrative or fundamental alteration Sage Properties will work with the Tenant to find a reasonable resolution to the accommodation request.