

# Harvest Heights Housing

7108 Highway 50

Delta, CO 81416

(970) 874-6166

## **Application Packet Checklist**

Thank you for your interest in Harvest Heights Housing! Please ensure you read all enclosed materials and complete all forms according to the form directions. If you have any questions while completing the forms, please contact our office for assistance.

In order to process your application at the time of this meeting you must provide the following:

All completed forms from Section 2 of this Application Packet:

- ☐ Tenant Selection Criteria-  
(this form is to be signed and dated by all household members 18 and older)
- ☐ Summary of House Rules-  
(this form is to be signed and dated by all household members 18 and older)
- ☐ Rental Application-  
(this form is to be signed and dated by all household members 18 and older)
- ☐ Authorization for Release of Information Use for All Purposes-  
(this form is to be signed and dated by all household members 18 and older)
- ☐ Seasonal Worker Affidavit-  
(this form is to be completed by all household members who are employed Seasonally)
- ☐ USDA RD Farm Labor Form-  
(this form is to be complete by all household members who are employed in Farm Labor)
- ☐ Unemployment Affidavit-  
(this form is to be completed by all household members 18 and older who are Unemployed; additional copies can be made available at the time of the Application Meeting)
- ☐ Current and Previous Landlord Information –  
(this form is to be completed by all household members 18 and older who have had different residences than the applicant)
- ☐ Emergency Contact Form-  
(this form is to be completed by the applicant)
- ☐ Annual Demographic-  
(this form is to be completed by the applicant)
- ☐ Verification of Assets form-  
(All household members 18+ must sign, if no bank account sign and place N/A at the top of page. Sign highlighted areas only!)
- ☐ Verification of Employment form-  
(All household members 18+ must sign, if not employed sign and place N/A at the top of page. Sign highlighted areas only!)
- ☐ Current Benefit Statement from Unemployment, Workers Compensation, TANF, Social Security, Child Support, or any other type of income  
(received by all household members)
- ☐ Social Security Cards-  
(on all household members)
- ☐ Picture Id's-  
(on all household members 18 and older)
- ☐ Birth Certificates OR Valid Visa Documentation OR Valid Permanent Residency Cards or Valid Passport- (on all household members)
- ☐ VAWA-  
(all 4 forms must be initialed & signed by all household members 18 and older)

Schedule an appointment with management - Once all forms are completed, please contact our office to set up an Application Meeting date and time to return the application packet. All household members 18 and older must attend.