



EMPLOYEE HOUSING RENTAL APPLICATION

PLEASE REVIEW AND ADHERE TO THE INFORMATION

ELIGIBILITY REQUIREMENTS:

1. Full-time Navajo Nation employees and their immediate family members (spouse, children) shall be permitted to reside in Navajo Nation–owned houses.
2. Temporary employees, seasonal employees, employees not completed with their Introductory Period (90-days), and chapter officials are not eligible for Navajo Nation–owned Employee Housing.
3. When an Employee Housing Rental application is submitted, it will be kept on file if the application is updated yearly.
4. **ALL APPLICATIONS MUST HAVE I.D. CARDS FOR ALL HOUSEHOLD MEMBERS OVER 18. If not included, the application is incomplete.**

APPLICATIONS:

1. Waiting list of applicants is maintained by the date the application is received by Program.
2. Applicants who refuse an assignment will be removed from the housing list.
3. Applicants may voluntarily remove their names from the waiting list with a written request to the Program.
4. The applicant and their household occupants occupying a unit shall not exceed the maximum occupancy standards or have more than one (1) family occupying a unit.

ASSIGNMENTS:

1. Housing assignments shall be made in the following order: a) Political appointees (Executive & Legislative) and Professional Positions (Judicial) b) Public Safety Officials c) Regular Full-Time Employees
2. Housing assignments are determined by official family composition and on the availability of housing units.

TRANSFERS:

1. If a transfer request is granted to a current Lessee, the Lessee will have fourteen (14) calendar days to move from their current unit into their re-assigned unit. No Exceptions.
 - a) A charge of \$175.00 will be applied to the transfer to cover utility fees. All fees required by NTUA MUST be paid in full before a housing assignment is complete.
 - b) Failure to transfer to the newly assigned unit will place the Lessee on a double occupancy status. This will result in additional rental and utility charges. NO Exceptions.

OTHER INFORMATION:

1. Employee Housing Program reserves the right to deny housing to applicants and/or household occupants convicted of crimes under Federal, State and Navajo Nation laws. In the interest and safety and security of the Employee Housing residential housing units the EHP may verify household occupants.
2. Pets (pets refer to dogs or cats ONLY) required a non-refundable deposit of \$125.00 for the first pet; \$125.00 for the second pet; \$175.00 for the third pet.
 - a) Vaccination, Licensing information, and a photo is required for EACH pet.
 - b) Please be aware that certain housing units do not allow pets.
3. A security deposit equal to one month's rent is REQUIRED within 30 days of assignment.

UPDATE HOUSING APPLICATION ON A YEARLY BASIS!



EMPLOYEE HOUSING RENTAL APPLICATION

____ New Application

____ Update

____ Transfer Request

_____ Date

UPDATE YOUR APPLICATION YEARLY. Due before submittal date anniversary.

- Applicant(s) must be full time Navajo Nation employees.
- Temporary, seasonal, and employees on their Introductory Period (90-days) are NOT eligible.
- If assigned a unit and is refused or if is not updated, the application will be removed from our listing.
- **PLEASE WRITE LEGIBLE and NO ACRONYMS or ABBREVIATIONS.**

APPLICANT INFORMATION Fill in all information, or it is incomplete

Regular Status Employee Political Appointee Professional Position

If you are a Political Appointee (Executive/Legislative) or in a Professional Position (Judicial), please attach letter from the Branch Chief indicating this information.

Primary - - - - -

Name: _____ Position Title: _____
 Social Security#: _____ Office Phone No.: () _____
 Cell Phone No.: () _____ Department Name: _____
 E-Mail: _____ Branch/Division: _____
 Annual Gross Income: \$ _____ Length of Employment: _____

Mailing Address: _____
 Physical Residence: _____

Employee Housing units are for Navajo Nation employees and their IMMEDIATE family only.

OTHER OCCUPANTS LIVING WITH YOU ↓ Include copy of ID for those 18 and older

FULL NAME	RELATIONSHIP	AGE*	Program Use	
_____	_____	_____	ID included? _____	Verified _____
_____	_____	_____	ID included? _____	Verified _____
_____	_____	_____	ID included? _____	Verified _____
_____	_____	_____	ID included? _____	Verified _____

UNIT SIZE REQUESTED

- SELECT ONE OPTION**
- Studio unit *ONE person only*
- 1 Bedroom unit *ONE or TWO people only*
- 2 Bedroom unit *TWO to FOUR people only*
- 3 Bedroom unit *THREE to SIX people only*
- 4 Bedroom unit *FOUR to EIGHT people only*

Date Received
(Program Use)

- continue on reverse -

Program Use					
No I.D.(s)	No Update	Refused Assignment	Date App Removed	Previous rent/fees due to EHP?	Amount owed:

PERSONAL INFORMATION

Have you or any member of your household ever been convicted of a crime? Yes No
The information provided will be verified for security purposes.

Explain: _____

Are you or any member of your household a registered sex offender? Yes No
The information provided will be verified for security purposes.

If you have/had a NTUA utility account, is it up-to-date? Yes No
When you are assigned a unit, you will need to open an account. If past due bills are pending, it must be paid in full before assigned a unit.

Pet(s)

Pets? _____ # of Dog(s): ___ # of Cat(s): ___ List pets: 1) _____ 2) _____ 3) _____

- The term "pets" refers to cats or dogs.
- *THERE ARE NO PETS ALLOWED IN CERTAIN HOUSING UNITS.*
- An Acknowledgment Form must be signed and on file for each pet.
- There is a pet deposit required for each pet.
- Maximum number of pets is 3.
- There are certain pets not allowed in any Employee Housing unit.

REFERENCES (non-relative, non-friend)

	NAME	PHONE #	ADDRESS	RELATIONSHIP
1)				
2)				

REASON(S) FOR APPLICATION

I authorize the Employee Housing Program to investigate information provided on this application, including information provided on all individuals over 18. Incomplete, inaccurate or falsified information will be grounds for a decline response regarding this rental application or a termination of the tenancy if discovered after the tenancy commences. In addition, the secondary applicant (if applicable) will have access to assignment information on file and will be authorized to request services and including services that may be billed.

 Applicant Signature

UPDATE HOUSING APPLICATION ON A YEARLY BASIS!