

PART IV LOTTERY PROCESS

Priority for purchasing via the Housing Lottery is given to those persons who have worked in Pitkin County a minimum of four consecutive years. An initial lottery is held for persons who have priority status. A subsequent lottery may be held if necessary. Any persons employed in Pitkin County and meeting the criteria are eligible to participate in the Housing Lottery, however, demand for housing is so great that it is unlikely in the foreseeable future that a non-priority lottery will need to be held.

1. The lottery is held the Monday after the listing period has ended, unless otherwise specified. Should there be an in-complex bid, the lottery will not be held. If there are more than one in-house bids, a lottery will be held for those in-complex households only. Should all in-house people decline the unit or not get financing, the lottery will be held for the households who entered the lottery prior to the deadline.
2. All top priority qualified households who have bid on the unit are entered into the lottery.
3. The names are printed out and verified prior to running the lottery to ensure that a household has not been excluded. The names are verified by the bid sheets and by the receipts provided to each bidder. This list will be posted on the outside door of the Courthouse Plaza Building by Noon, the Friday before the lottery is held.
4. The lottery shall be run on the date specified in the advertisement.
5. Once the lottery has been run, the list is printed out and the names are, again, verified to ensure that all households were included in the lottery. If there is a problem, the problem is noted on the printout and explained as to why the lottery has to be rerun. The lottery is then rerun with the correction(s) made.
6. The file of the lottery winner is pulled and reviewed for completion.
7. Once the winner's information is verified, the winner is notified by the APCHA and an appointment is scheduled.
8. The lottery is then classified as "official" and the names posted on the bulletin board in the Housing Office.
9. If the winner of the lottery does not proceed to contact the Housing Office and sign the contract within three business days, the next in line is notified and so on, until the unit is under contract for purchase.

NOTE: The APCHA has the right to disqualify a potential winner if the winner's qualification information cannot be verified, is incomplete, or inaccurate at the time of contract.