

# YWCA SEATTLE PERMANENT HOUSING APPLICATION



The three downtown permanent Seattle properties have open waitlists. The application process is as follows:

- Submit the general application (which is accepted for all three properties) to the Leasing Agent
- You will be processed on the waitlist for the property you have selected on your application
- You will be contacted when openings become available and we are ready to begin reviewing your application

**You must contact the Central Leasing Line 206-436-8621 between the 20<sup>th</sup> and the 27<sup>th</sup> of each month to remain on the waitlist.**

Once we begin reviewing your application, the criteria are as follows:

The minimum pre-screening criteria for eligibility may consist of:

- Application complete and legible
- Meets income requirements
- WA State CBC Pass

You will then be asked to fill out an Application for National and Credit screening with MOCO inc. at a cost of \$10.00 to each applicant. Money order or Cashier's check will be required for \$10.00 payable to YWCA.

Screening criteria:

- Verified income and Third party verification of assets
- Review of Rental History, address history, public records and collection records
- Case Managers and/or Professional reference
- SHA approved application (Opportunity Place Only)
- Valid State ID
- Social Security Card
- Nationwide criminal, Sex offender and live WA and OR check through authorized screening company

## **Restrictions/Disqualifications:**

Pending Criminal Charges/Fugitive Warrants

Criminal background checks that reveal convictions related to or conspiracy to commit:

|   |  |
|---|--|
| Murder (1 <sup>st</sup> and 2 <sup>nd</sup> degree) <u>within 20 years</u>  | Manslaughter (1 <sup>st</sup> degree) <u>within 20 years</u>             |
| Rape (all counts)   | Sexual Assault (all counts)  |
| Child Molestation/Rape(all counts)  | Kidnapping (all counts)  |
| Extortion (1 <sup>st</sup> degree)  | Theft (1 <sup>st</sup> and 2 <sup>nd</sup> degree) <u>within 5 years</u> |
| Robbery (1 <sup>st</sup> and 2 <sup>nd</sup> degree)                        | Robbery (all counts) armed, <u>within 10 years</u>                       |
| Burglary (1 <sup>st</sup> and 2 <sup>nd</sup> degree) <u>within 2 years</u> | Vehicle Prowling (1 <sup>st</sup> degree) <u>within 2 years</u>          |
| Malicious Mischief (1 <sup>st</sup> degree) <u>within 2 years</u>           | Intro of contraband (1 <sup>st</sup> or 2 <sup>nd</sup> degree)          |
| Intimidation of witness or Juror  | Arson  |
| Reckless Burning (1 <sup>st</sup> degree) <u>within 2 years</u>             | Controlled/Illegal Substance Possession                                  |

(all counts) within 2 years

Any crime involving a deadly weapon      Violation of a no contact order (domestic violence)

Controlled/Illegal Substance Delivery/Sale/Distribution or intent to (all counts) within 5 years

Assault Felony/Assault (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> degree) within 5 years or 4 or more within 10 years

Misdemeanants with repeated conviction of crimes which directly demonstrate an unacceptable threat to the safety of the community.

Felonies- two or more convictions

Incarceration - have served jail time and have not been out for half as long as were in.

Registered Sex Offenders

Debt owed to YWCA and/or its affiliates

Income doesn't meet income eligibility requirements for the facility

Housing/Rental references within the past 2 years that reveal

- 3 or more late rent payments within a 12 month rental period
- 2 or more NSF payments within a 12 month rental period
- 2 or more noise complaints and/or breaking of building rules within a 12 month rental period
- Currently owe money to the property/landlord and are not currently making timely payments on payment plan

Evictions/Unlawful detainers

Any within past two years - unless due to rent burden; and aren't currently making payments on payment plan

Four or more during past 10 years

Any attempt to falsify, lie, or deceive on an application or at any point during the application process.

## **Income Eligibility**

Verifiable income of two times the rental amount is required for applications of Women's Residence and Lexington Concord.

Minimum income required for Women's Residence starts at \$654.00.

Minimum income required for Lexington Concord starts at \$1000.00.

Third party verifications of income and assets are required. ***If you do not include your income amount on the application, your application cannot be processed.***

Each of our buildings has income limits placed on specific units. In order to qualify for low-income housing, your annual income will need to be at or below one of the income brackets as detailed below:

| <u># in Household</u> | <u>30% of median</u> | <u>50% of median</u> | <u>60% of median</u> | <u>80% of median</u> |
|-----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 Person              | \$18,550             | \$30,900             | \$37,080             | \$44,750             |
| 2 Persons             | \$21,200             | \$35,300             | \$42,360             | \$51,150             |
| 3 Persons             | \$23,850             | \$39,700             | \$47,640             | \$57,550             |

Updated 01/13/2014

# CURRENT INFORMATION

## Select a YWCA Housing Program

(If you are applying for more than one building, you will need to fill out separate applications for each facility.)

- Women's Residence (for single women only)
- Lexington Concord
- Opportunity Place

**Date of Application:** \_\_\_\_\_

**Applicant Name:**

\_\_\_\_\_

First Middle Last

Other Names used \_\_\_\_\_

**Applicant's Social Security Number:** \_\_\_\_\_

**Applicant's Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Current Phone Number(s):**

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### Mailing Address

Street \_\_\_\_\_ Apt # \_\_\_\_\_

City / State \_\_\_\_\_ Zip \_\_\_\_\_

**Name of all persons that will be living with you in the unit (each adult applicant will need to fill out a separate application):**

| Name  | Date of Birth  | Relationship to You |
|-------|----------------|---------------------|
| _____ | ____/____/____ | _____               |
| _____ | ____/____/____ | _____               |
| _____ | ____/____/____ | _____               |

**Do you have a service/companion animal?** Yes No (please attach documentation)

**Do you have a pet?** Yes No If yes, please describe \_\_\_\_\_

**Do you or any member of your household consider yourself disabled?** Yes No

**Are you currently homeless?** Yes No

(Some units are reserved for people who meet certain requirements at Opportunity Place ONLY)

# RENTAL HISTORY

## Current Address:

Street \_\_\_\_\_ Apt # \_\_\_\_\_  
City / State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates of Occupancy from: \_\_\_\_\_ to: \_\_\_\_\_  
Monthly Rent: \$ \_\_\_\_\_  
Name of Apartment: \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_  
Landlord's Phone: ( ) \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## Former Address 1:

Street \_\_\_\_\_ Apt # \_\_\_\_\_  
City / State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates of Occupancy from: \_\_\_\_\_ to: \_\_\_\_\_  
Monthly Rent: \$ \_\_\_\_\_  
Name of Apartment: \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_  
Landlord's Phone: ( ) \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**If you have lived at your current address less than 6 months and you have lived at your former address less than 6 months, please fill out the following section, Former Address 2.**

## Former Address 2:

Street \_\_\_\_\_ Apt # \_\_\_\_\_  
City / State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates of Occupancy from: \_\_\_\_\_ to: \_\_\_\_\_  
Monthly Rent: \$ \_\_\_\_\_  
Name of Apartment: \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_  
Landlord's Phone: ( ) \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**No rental history? Please briefly**

**explain:** \_\_\_\_\_

**Have you ever been asked to vacate or evicted? Yes or No**

**If yes, please explain:** \_\_\_\_\_

**Are you a current client of the YWCA of Seattle-King County-Snohomish County? Yes or No**

**If yes, which program?** \_\_\_\_\_

# EMPLOYMENT

## 1. Current Employer:

Name of employer: \_\_\_\_\_

Business Address: Street \_\_\_\_\_

City / State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Still Employed: Y or N

Reason for leaving: \_\_\_\_\_

## 2. Previous Employer:

Name of employer: \_\_\_\_\_

Business Address: Street \_\_\_\_\_

City / State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Still Employed (as 2<sup>nd</sup> job): Y or N

Reason for leaving: \_\_\_\_\_

# PROFESSIONAL REFERENCES

(Can include case managers, employers, doctors/counselors, and spiritual advisors. **Do not include relatives, co-workers, or friends.**)

Name      Address      City/State      Occupation      Relationship      How long?      Phone (with area code)

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

# FINANCIAL INFORMATION

A condition of funding requires us to obtain financial information from all incoming residents and update it annually. We appreciate your cooperation. This information is confidential.

**PLEASE attach your proof of income to this application.**

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Last Name

First Name

Middle Name

## **Source of Income**

*Please list all sources of income for your household in the following section. List amounts that reflect gross income (before taxes).*

## **Monthly Income**

1. List total wage income for yourself in **A**

**A** \$ \_\_\_\_\_

from: \_\_\_\_\_

2. List other household wage earner's income in **B** and **C**

**B** \$ \_\_\_\_\_

from: \_\_\_\_\_

**C** \$ \_\_\_\_\_

from: \_\_\_\_\_

3. List income from entitlements (Social Security, SSI, A.F.D.C, Retirement, etc.) in **D**, **E** & **F**

**D** \$ \_\_\_\_\_

from: \_\_\_\_\_

**E** \$ \_\_\_\_\_

from: \_\_\_\_\_

**F** \$ \_\_\_\_\_

from: \_\_\_\_\_

4. List income from assets (interest of yield from savings accounts, stocks, bonds, real estate contracts, etc.) in **G**, **H** & **I**

**G** \$ \_\_\_\_\_

from: \_\_\_\_\_

**H** \$ \_\_\_\_\_

from: \_\_\_\_\_

**I** \$ \_\_\_\_\_

from: \_\_\_\_\_

4. List other income (child support, alimony, etc.) in **J**

**J** \$ \_\_\_\_\_

from: \_\_\_\_\_

5. Total Monthly Household Income: Add **A through J**

**K** \$ \_\_\_\_\_

6. List asset worth (amount of savings accounts, stocks, bonds, Real estate contracts, IRA's) in **L** & **M**

**L** \$ \_\_\_\_\_

from: \_\_\_\_\_

**M** \$ \_\_\_\_\_

from: \_\_\_\_\_

7. Total Assets: Add **K**, **L** & **M**

\$ \_\_\_\_\_

**Have you ever been Arrested, Charged or Convicted of a Criminal Offense? (A criminal background does not automatically exclude you from housing.) If yes, please explain:**

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**For our search, please provide as much information as possible**

Alias/Maiden Name \_\_\_\_\_

State and County of residences for the last 10 years \_\_\_\_\_

**Are you or anyone in your household a registered sex offender?      Yes      No**

**How did you hear about us?**

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**All application information is true and complete to the best of my knowledge. False, fraudulent, or missing information may be grounds for denial of tenancy or subsequent eviction. I understand that an investigation involving the statements made on this rental application for the YWCA, as well as inquiries regarding my character, general reputation, personal characteristics, and mode of living may be initiated.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Please complete this form and return it to the following YWCA Front Desk:**

YWCA of Seattle - King County - Snohomish County

Women's Residence (Women's Residence Applications)  
1118 5<sup>th</sup> Avenue  
Seattle, WA 98101  
(206) 436-8621

Or

Opportunity Place (Opportunity Place and Lexington Concord Applications)  
2024 3<sup>rd</sup> Ave  
Seattle, WA 98121  
(206) 436-8621

# YWCA of Seattle, King County and Snohomish County

## Authorization for Release of Personal Information

The authorization for Release of Personal Information should be completed in case one of the organizations you have listed on your application does not release requested information without your permission as it specifically relates to your rental application.

Client Name: \_\_\_\_\_

\_\_\_\_\_ I hereby request and authorize you to release to the YWCA of Seattle, King County, and Snohomish County the following types of information, which you have pertaining to me.

\_\_\_\_\_ I hereby authorize the YWCA of Seattle, King County, and Snohomish County to release to you the specified information requested.

**THIS CONSENT CAN BE STOPPED (IN WRITING) AT ANYTIME EXCEPT TO THE EXTENT THAT ACTION HAS ALREADY BEEN TAKEN.**

### COMPLETE BELOW

| INFORMATION   | DATE OF AUTHORIZATION | CLIENT'S INITIALS |
|---|-----------------------|-------------------|
| Social information  |                       |                   |
| Housing Contracts, (landlords, apartment Managers)            |                       |                   |
| Financial Information   |                       |                   |
| Employment information  |                       |                   |
| Credit Information related to debt owed to previous landlords |                       |                   |
| Criminal Background Information                               |                       |                   |
| Eviction Information  |                       |                   |
| Other (please describe below)                                 |                       |                   |

This release of information will expire without notice *365 days from date signed* **OR** on \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Client's Social Security Number

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Client's Birth date: Month/Day/Year

\_\_\_\_\_  
Client's Maiden Name (or any other used)

\_\_\_\_\_  
\*\*Witness' Signature                      Date

\_\_\_\_\_  
\*\*Witness' Signature                      Date

\*\* If unable to write his or her name, the client should enter an "X" or other mark. Signatures of two witnesses are required.