

YWCA SEATTLE PERMANENT HOUSING APPLICATION



Lexington Concord and Women's Residence have open waitlists. Opportunity Place is not taking applications the waitlist is currently closed.

The application process is as follows:

- Submit the general application to our Front Desk located at Opportunity Place or Women's Residence (see addresses on the last page of application)
- 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 20th and the 27th 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 st and 2 nd degree) <u>within 20 years</u>	Manslaughter (1 st degree) <u>within 20 years</u>
Rape (all counts)	Sexual Assault (all counts)
Child Molestation/Rape(all counts)	Kidnapping (all counts)
Extortion (1 st degree)	Theft (1 st and 2 nd degree) <u>within 5 years</u>
Robbery (1 st and 2 nd degree)	Robbery (all counts) armed, <u>within 10 years</u>
Burglary (1 st and 2 nd degree) <u>within 2 years</u>	Vehicle Prowling (1 st degree) <u>within 2 years</u>
Malicious Mischief (1 st degree) <u>within 2 years</u>	Intro of contraband (1 st or 2 nd degree)
Intimidation of witness or Juror	Arson
Reckless Burning (1 st 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 (1st, 2nd, and 3rd 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 \$1050.00.

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 08/31/2014

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

Date of Application: _____

Applicant Name:

First	Middle	Last
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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

Updated 08/31/2014

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 2nd 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.

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:

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?

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
1118 5th Avenue
Seattle, WA 98101
(206) 436-8621

Or

Opportunity Place
2024 3rd 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.