

## FREQUENTLY ASKED QUESTIONS

We have tried to anticipate some commonly asked questions. Applicants are encouraged to read this document and the Program Overview before applying for housing at Opportunity Place Apartments.

### **When can I turn in a pre-application?**

Monday, March 10<sup>th</sup> through Sunday, March 16<sup>th</sup> from 8:00 AM to 8 PM.

Staff assistance is available from noon to 2:00 PM on Monday - Friday.

Please print neatly in ink. If we cannot read it, we cannot consider your pre-application. Only complete pre-applications can be accepted. Incomplete applications will be discarded. *You may want to hand-deliver it during staff assistance hours so that YWCA staff can review it for you.*

### **Where?**

Hand-deliver or mail to: YWCA Opportunity Place Apartments  
2024 Third Avenue  
Seattle, WA 98121 Fax to 206 436-8690; attn: Housing

Questions or messages can be left at 206 436-8621. This is a message phone so be sure to leave a call-back number. (YWCA Front Desk Staff may not be able to answer questions.)

### **Can I see a unit?**

We are happy to show you a floor plan. If approved for housing, you will be shown any available units.

### **What if my phone number or address changes?**

Send the new information in writing to the YWCA office listed above. It is your responsibility to update the contact information. When your name comes up on the list, we will contact you by phone or mail. If we cannot contact you within 3 business days, you will lose your spot on the waiting list.

### **Can I appeal a housing decision?**

Yes. Appeals submitted in writing within 2 weeks of the housing decision are accepted. The YWCA Operations Director reviews the decision and responds within 30 days to the applicant and YWCA Opportunity Place tenant selection committee. You may appeal a decision once.

*Grounds for appeal are limited to one of the following:*

- 1. You have new information that is material to the application process and that was unobtainable or unavailable at the time of the application process.*
- 2. You believe that an error or irregularity was made in reviewing or processing your application.*

### **What if I'm homeless and don't have any rental history?**

Please apply. We will accept references from shelters, transitional housing programs, case managers, or even doctors if you don't have a landlord reference.

*For more information about YWCA Opportunity Place Apartments,  
please leave a message at 206 436-8621 and YWCA staff will return your call.*