



Pre-Applications accepted March 10<sup>th</sup>-16, 2008 only!  
for information call (206) 436-8621

### Rental Pre-Application for YWCA Opportunity Place Apartments

This form is the first step in the application process. Please answer every question and print neatly in ink.

Name: \_\_\_\_\_  
Last First Middle

**Are you Night Shelter or Housing Program staff? YES / NO**

Referred by: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Staff/ case manager name from Night Shelter or Housing program

Agency/Program: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ Message Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Monthly Income: \$ \_\_\_\_\_ Sources: \_\_\_\_\_

**Yes or No.** Are you or any member of your household disabled?  
*Some units are reserved for people with disabilities.*  
If yes, do you need a unit with special accommodations? **Yes or No**

**Yes or No** Have you ever been evicted? If yes, in what year? \_\_\_\_\_

**Yes or No** Have you ever been convicted of a crime?  
*\*A criminal background does not necessarily exclude you from housing.*

**Yes or No** Have you ever lived in Seattle Housing Authority housing? When? \_\_\_\_\_ Owe \$ \_\_\_\_\_

**Yes or No** Are you homeless or living in a shelter or transitional program?

If yes, where are you staying? \_\_\_\_\_ how long? \_\_\_\_\_

**Yes or No** At risk of becoming homeless?

If yes, please describe where you are staying: \_\_\_\_\_

**Yes or No** Will you be the only one to occupy the unit? If no, please explain: \_\_\_\_\_

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

If yes, which program? \_\_\_\_\_  
(i.e. Angeline's Day Center, Angeline's Night program, Shelter, HIP, Woman's Residence, Pathways for Women etc)

**Yes or No** Are you a full-time student?

*I understand that falsifying, manipulating, intentionally deceiving or otherwise purposefully omitting information during the application process may reduce my chances of being eligible for housing. The information listed above is true and complete to the best of my knowledge.*

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

**APPLICATION IS NOT COMPLETE WITHOUT THE CRIMINAL BACKGROUND CHECK RELEASE FORM\***

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YWCA TENANT SELECTION CRITERIA

**Restrictions:**

- Any attempt to falsify, lie, or deceive on an application or at any point during the process.
- Evictions/Unlawful detainers
  - Any within past two years unless due to rent burden
  - Four or more during past 10 years
- Absolutely no reference (potential residents are not necessarily denied for negative references)
- Have served jail time and have not been out for half as long as were in
- Criminal checks reveal convictions related to:
  - Controlled substance within 2 years (possession)
  - Controlled substance delivery within 5 years
  - Intent to sell drugs within 5 years
  - Sexual Assault within 10 years
  - Felony assault within 5 years (assault 1,2 or3)
  - Misdemeanor assault within 2 years (assault 4)
  - 4 or more assaults within the past 10 years
  - Arson within 10 years
  - Homicide within 20 years
  - Burglary within 2 years
  - Robbery within 5 years
  - Armed robbery within 10 years
  - Kidnapping and related convictions within 7 years
  - Any other crimes within the past 10 years that we deem 'Serious Offenses'
- Registered Sex Offenders
- Debt owed to YWCA and/or its affiliates
- Income is over the income eligibility levels for the facility

**The following are additional grounds for denial of an applicant for studio and one-bedroom units:**

- Housing references within the past 2 years that reveal
  - Repeated late rent payments and/or NSF payments
  - Repeated breaking of building rules
  - Currently owe money to the property (unless paying on payment plan)

**Notable Exceptions:**

- Applicant initiated compliance reflected in professional references can substitute for rental history
- We consider reasonable accommodations to our criteria if documented by a medical professional.
- All applicants who are disqualified for YWCA housing are allowed the opportunity to appeal the decision. All appeals will be made in writing and will address the specific reasons the denial should be overturned or provide new information about the applicant. Appeals must take place within 14 days for the application being denied. All decisions will be final on the 30th day after the application was denied, regardless of the circumstances.

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AUTHORIZATION FOR RELEASE OF INFORMATION AND REQUEST  
FOR  
CRIMINAL HISTORY CONVICTION RECORD INFORMATION

I, \_\_\_\_\_ authorize the YWCA to complete a criminal background check in conjunction with my application to Section 8 at the YWCA. I release them from any liability or responsibility for doing so and I agree to indemnify them for any liability for doing so; furthermore, I authorize the procurement of an investigative consumer report and such a report may contain information about my background, character and personal reputation and that further information may be available upon written request within a reasonable period of time. I have the authority to make the above request and release.

FOR OUR SEARCH, PLEASE PROVIDE AS MUCH AS POSSIBLE.

Name \_\_\_\_\_

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

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Current Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ How Long? \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_