capitol hill housing
neighborhoods within reach

HUD SUBSIDIZED HOUSING APPLICATION

Minimum Eligibility Checklist

All potential applicants **are required** to answer the following questions.
If you have a disability and need assistance with any part of the application process, please request for accommodation.

PRESCREENING APPLICANT ELIGIBILITY		
Does any of the following apply to your household at this time? a. Current 3-day Notice to Pay or Vacate; b. Unresolved outstanding balances owed to a previous landlord; c. More than two legal notices, such as *3-day Notice to Pay or Vacate*, *10-day Notice to Comply or Vacate, 20-day Notice to Vacate, etc.*) in the previous 12 months; d. Current landlord is in the process of terminating your tenancy for lease violations;	Yes	No
Has anyone in your household been evicted in the last two years?	Yes	No
Do you currently have an "open" bankruptcy case?	Yes	No
Does any of the following conviction/court history apply to your household? If you or anyone from your household has a conviction of any kind, you will not be eligible for housing until the following time period has passed since the **RELEASE** date for your conviction. *A conviction **"release date"** is defined as the date in which an offender is no longer obligated to the court – for example, the date an offender is released from probation.* a. Release date *within the past two years* for the following – • Any felony or misdemeanor conviction – including, but not limited to possession, misdemeanor assault, burglary, prostitution, fraud and forgery; b. Release date *within the last five years* for the following – • Including, but not limited to the sale, manufacture or distribution of illegal drugs, felony assault, robbery, domestic abuse, OR eviction from housing for illegal drug activity. c. Release date *within the last 10 years* for the following – • Multiple assaults of any kind, arson, armed robbery, kidnapping, OR methamphetamine production in housing or elsewhere; d. Release date *within the last 20 years* for the following – • Homicide	Yes	No
Is any applicant or household member a registered sex-offender or been convicted of a sexual crime?	Yes	No
Does any applicant or household member have any pending criminal convictions? Applicants with pending criminal charges will not be considered for housing opportunities until the charges have formally been dismissed.	Yes	No

*If you have answered, **"YES"** to <u>any</u> of the above questions –*	You are <u>not</u> eligible for housing at this time and it <u>is not necessary to proceed</u> further with the housing application. If you have an eviction, conviction or bankruptcy, you will be eligible to apply when: – the appropriate time limitation has passed (as noted above); *and* – your household has two years positive rental history immediately preceding application submittal.
*If you have answered, **"NO"** to all of the above questions –*	Your household meets the *minimum* criteria for housing and you may proceed with filling out the CHH Application for Housing.

I certify that the above household information provided is true and correct. Applicant Initial: _____

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Application for Housing -HUD Subsidized

Mail or Return Application (DO NOT FAX) to:

Capitol Hill Housing 1406 -10th Avenue, Suite 101 Seattle, WA 98122
(206) 329-7303 TTY 711 www.capitolhillhousing.org
Office Hours M – F 9 -12, 1– 4

Office Use Only: _____
Rev. 10/17/2011

I. APPLICANT INFORMATION

You must provide your current mailing address/General Delivery and telephone number (shelter home is accepted). If we are unable to contact you via phone, U.S. mail or email, you may be removed from the waitlist.

First Name | Middle Initial | Last Name | Date

Mailing Address | Apt. No | City | State | Zip

( ) | ( ) | ( )
Phone Number | Work Phone | Message Phone | Email Address

II. HOUSEHOLD INFORMATION

You must provide information **on all household members who will occupy the unit** for which you are applying.

Column G – HH (head of household), SP (spouse), CT (adult co-tenant), DC (dependent child), FC (Foster Child), LC (Live-in Caregiver), OT (Other)

Column M – Assistance in Subsidized Housing is restricted to US Citizens or nationals, and eligible noncitizens. Non US citizen applicants are required to submit evidence of citizenship eligibility at application.

A	B	C	D	E	F	G	H	I	J	K	L	M
	First Name (attach Photo IDs for adult members	Last Name	M I	Social Security (Attach SS cards/Birth Cert.. See instruction page)	Birth Date (MM/DD/YY)	Relat-ion to Head (see *)	Gender	CURRENT Higher Edu Student	CURRENT Full-time Student	U.S Citi-zen (see *	Depen dent in joint custod y	Depen dent resides 50%or more in the unit
e.g	John	Doe	S.	555 - 55 - 5555	10 / 17 / 62	HH	M / F	Y / N	Y / N	Y / N	Y / N	Y / N
1					/ /		M / F	Y / N	Y / N	Y / N	Y / N	Y / N
2					/ /		M / F	Y / N	Y / N	Y / N	Y / N	Y / N
3					/ /		M / F	Y / N	Y / N	Y / N	Y / N	Y / N
4					/ /		M / F	Y / N	Y / N	Y / N	Y / N	Y / N
5					/ /		M / F	Y / N	Y / N	Y / N	Y / N	Y / N
6					/ /		M / F	Y / N	Y / N	Y / N	Y / N	Y / N

III. CREDIT & COURT HISTORY

Credit & court history is a factor in determining your eligibility for housing and will be Third-party verified. **Non-disclosure of the following information is automatic cause for denial of housing opportunities.**

Note: A conviction **"release date"** is defined as the date in which an offender is no longer obligated to the court – for example, the date an offender is released from probation.

Name of adult Household Member	CRIMINAL CONVICTION	Release Date (If Applicable)	BANKRUPTCY	Close Date (If Applicable)	EVICTION	Date of Occurrence (If Applicable)
	Y / N	/ /	Y / N	/ /	Y / N	/ /
	Y / N	/ /	Y / N	/ /	Y / N	/ /
	Y / N	/ /	Y / N	/ /	Y / N	/ /

If any answer is YES, please explain

IV. INCOME SOURCES

List ALL sources of income received by ALL adult members (over 18) of your household – EXAMPLES: Wages, unemployment benefits, investment income, checking saving interest, pension, child support, SSI, SSA, L&I, TANF and regular gifts. Add sheet if needed.

	Name	Type of Income Source	Employer/Agency Name	Monthly Amount	Annual Income (Monthly x 12)
	John Doe	*Employment*	*City Market*	*$2100*	*$25,200*

Total annual household income is calculated by adding all of the income sources listed in the last column of this table. **This amount will be used to determine your eligibility for specific buildings in Sec. V.**	**Total Annual Household Income**	**$**

V. BUILDING SELECTION & WAITLIST PLACEMENT

- **ONLY CHOOSE BUILDINGS THAT YOU ARE GENUINELY INTERESTED IN LIVING IN**.
  Applicants who fail to occupy a unit after **two** offers for housing will be removed from the waitlist, and will need to reapply to be considered for housing opportunities again.
- **SELECT BUILDINGS FOR WHICH YOU ARE INCOME QUALIFIED.**
  Applicants who are not income or project qualified WILL NOT be placed on the waiting list. A confirmation letter will be sent verifying acceptance of application and placement onto the waiting list for the building.
- **Tenant-based Section 8 Voucher cannot be used for Subsidized Units**
- **CALCULATE YOUR HOUSEHOLD'S MEDIAN INCOME** – Income qualification is determined by household annual income and household size. Total household Income must be below HUD Income limit (published on www.hud.gov.org and on this application form).

Check boxes to select buildings and unit sizes:

A. * HUD subsidized BUILDINGS

serving households at or below 50% median income. HUD requires 40% of the available units serving household with at or below 30% median income. Tenant pays 30% of gross income.

EIGHTEENTH AVENUE (Central District) *HUD subsidized 1532 18th Ave/98122 Laundry onsite, parking available off alley. ☐ **1 BR** for 1-3 people ☐ **2 BR** for 2-5 people	**ELIZABETH JAMES SENIOR** (Cap. Hill) *HUD subsidized 109 23rd Ave E/98112 Serving ELDERLY (62 years or above)/DISABLED households Community recreation room, patio, yard, resident garden area, elevator, parking. ☐ **1 BR** for 1-3 people	**EL NOR** (Central District) *HUD subsidized 117 18th Ave/98122 Serving households with at least a member 55 years or older Community garden spaces, laundry onsite, elevator access, no parking available. ☐ **1 BR** for 1-3 people	**FOUR-TWELVE** (Central District) *HUD subsidized 418/412 25th Ave S/98144 Families with minor dependents preferred for 2/3 bedroom units Laundry onsite, children's play area, parking available. ☐ **2 BR** for 2-5 people ☐ **3 BR** for 3-7 people
HAZEL PLAZA (Cap. Hill) *HUD subsidized 2021 E John St/98112 Families with minor dependents preferred for 2/3 bedroom units Town house style, private entrances. Laundry, off-street parking. ☐ **1 BR** for 1-3 people ☐ **2 BR** for 2-5 people ☐ **3 BR** for 3-7 people	**HELEN V** (Cap. Hill) *HUD subsidized 1319/1321 E Union Ave/98112 Laundry onsite, quiet outdoor space, parking available. ☐ **Studio** for 1-2 people ☐ **1 BR** for 1-3 people	**PONDEROSA** (Cap Hill) *HUD subsidized 1602 18th Ave, 98122 Serving ELDERLY (62 years or above)/DISABLED households Laundry onsite, NO Elevator ☐ **1 BR** for 1-3 people	**MARY RUTH MANOR** (Cap. Hill) *HUD subsidized 100/114 20th Ave E/98112 Laundry and off-street parking ☐ **1 BR** for 1-3 people ☐ **2 BR** for 2-5 people ☐ **3 BR** for 3-7 people

B. ** SHA subsidized BUILDINGS

Serving households at or below 30% median income. Tenant pays 30% of gross income. Citizenship docs not required.

LINCOLN COURT (Cap Hill) **SHA Subsidized 1020 E. Denny Way 98122 ☐ **Studio** for 1-2 people	**OLETA APARTMENTS** (Cap Hill) **SHA Subsidized 1816 Bellevue Ave. 98122 ☐ **Studio** for 1-2 people	**BROADWAY CROSSING** (Cap Hill) **SHA Subsidized 815 E. Pine Street 98122 Dependant child required. ☐ **2 BR** for 2-5 people	**PANTAGES** (Cap Hill) **SHA Subsidized 803 E. Denny Way 98122 Dependant child required. ☐ **2 BR** for 2-5 people ☐ **3 BR** for 4-7 people

2011 SEATTLE MEDIAN INCOME LIMITS ADJUSTED BY HOUSEHOLD SIZE (AS PUBLISHED BY HUD)

Household Size	1	2	3	4	5	6	7	8
30%	18,250	20,850	23,450	26,050	28,150	30,250	32,350	34,400
50%	30,400	34,750	39,100	43,400	46,900	50,350	53,850	57,300

VI. HOUSING & PROFESSIONAL REFERENCES

Each household is required to have **two years positive rental history**. If you do not have two years rental history, you may substitute three professional references, as described on the next page. An applicant may not be denied for lack of rental history.

REFERENCE # 1: Current or Most Recent Owner /Manager

Name | Monthly Rent Amount | Phone Number | Fax Number

Address | City/State/Zip | Move-in Date | Move-out Date

REFERENCE # 2: Previous Owner/Manager (immediately prior to Reference #1)

Name | Monthly Rent Amount | Phone Number | Fax Number

Address | City/State/Zip | Move-in Date | Move-out Date

ADDITIONAL HOUSING REFERENCE – Necessary **only if** the first two references are **less than a two-year period.**

Name | Monthly Rent Amount | Phone Number | Fax Number

Address | City/State/Zip | Move-in Date | Move-out Date

If I do not have TWO years rental history, I will provide Name, Phone, Relationship of THREE professional references at interview. PROFESSIONAL REFERERENCE refers to Non-family/Non-friend references who have known you for at least ONE year, such as supervisor, caseworker, volunteer coordinator...etc.

Applicant initial_____

VII. PROGRAM ELIGIBILITY & OTHERS

For some housing units, preference is given to households with at least one member who has a qualifying disability. Do you believe your household qualifies for a disability preference, based in the definition below? Disability means a physical or mental impairment that substantially limits one or more of the major life activities of an individual, such as preventing the care of oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working. Answering this question will not in any way adversely affect your status on our waitlist.	Yes	No
Would you or any household member benefit from the design features of an accessible unit?	Yes	No
Are you currently occupying a HUD-assisted unit?	Yes	No
Any pets in the household?	Yes	No
Do you or anyone named on this application form request protection under the VAWA Act, protecting victims of domestic violence, dating violence or stalking from having their rental application denied solely based on their victim status, if the applicant otherwise qualifies for assistance or admission? (If yes, further verification will be required.)	Yes	No
How did you hear about us?		

VIII. PRIVACY POLICY STATEMENT

As part of our regulatory and funding requirements, CHH is required to regularly collect and report information on applicants and residents to certain governmental agencies. Applicants and residents, including all household members, are required to authorize the release of this information. CHH and their external regulators may disclose information for certain routine uses such as demonstrating compliance for subsidy agreements, to housing authorities for the purposes of determining housing assistance, and to other governmental agencies for law enforcement purposes. CHH is otherwise required to protect the income information it obtains in accordance with any applicable state privacy law. CHH does not release information for any private commercial purposes without prior written consent from the applicant or resident.

IX. APPLICATION AGREEMENT

I understand I acquire no rights to any unit until I sign a rental agreement and make a deposit on the apartment I have selected. I also agree to and understand the following:

- I understand that I will only be considered for housing opportunities that I am qualified for based on the information that I disclose on this application. I further understand that if I do not meet minimum eligibility requirements for housing, then I will not be considered for housing or waitlist placement. I am, however, eligible to re-apply ***if*** the circumstances that caused my initial ineligibility no longer exist.

- **I agree to promptly notify Capitol Hill Housing (CHH) of any changes in my application in writing, including phone number, address, family size and income/employment status. In addition, I understand that failure to notify CHH of household information changes may result in lost housing opportunities and the dismissal of my application. Reasonable Accommodation is provided upon request.**

- As a prospective tenant, I agree and understand that the complete verification of all of the information on this application will not constitute an invasion of privacy. I hereby affirm that the foregoing information is true and complete to the best of my knowledge and authorize CHH to make inquires to verify the statements herein.

- I understand that any false, fraudulent or misleading information will be sufficient cause for dismissal or voiding of this application and may result in denial of tenancy, default in rental agreement and subsequent eviction.

- **I understand that incomplete applications will not be accepted, and will be returned to the applicant**.

I have attached the following required documents for all household members: (please check)

☐ **Photo ID** ☐ **Social Security card** ☐ **Age Verification document** ☐ **Citizenship document**

☐ **completed HUD-92006 Supplement to Application for Federally Assisted Housing**

REQUIRED DOCUMENTATION – please provide **clear and legible copies** of the following:

- **Photo Identification-** Valid Driver's license, Valid State Photo ID, Passport or Alien Registration card, (For minor children: Birth Certificate), **AND**
- **Social Security Numbers** - Original Social Security card, other IDs with SSN such as Driver's license, ID card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union. Earnings statements on payroll stubs, Bank statement, Form 1099, Benefit award letter, Retirement benefit letter, Life insurance policy, Court records; **AND**
- **Age Verification**-Driver's License, Birth Certificate, Baptismal Certificate, Military Discharge papers, Valid Passport, other documents showing age such as Census document, Naturalization Certificate, Social Security Administrative Benefit printout; **AND**
- **Citizenship Verification (for non US citizens)**- US Naturalization Cert, Certificate of Citizenship, Employment Authorization card, Temporary Resident Card, or other docs provided by section 214.

All household members over the age of 18 must sign and agree to the Application Agreement.			
Applicant Signature	Date	Applicant Signature	Date
Applicant Signature	Date	Applicant Signature	Date

OMB Control # 2502-0581
Exp. (07/31/2012)

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:	
Mailing Address:	
Telephone No:	**Cell Phone No:**
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	**Cell Phone No:**
E-Mail Address (if applicable):	
Relationship to Applicant:	

Reason for Contact: (Check all that apply)

- ☐ Emergency
- ☐ Unable to contact you
- ☐ Termination of rental assistance
- ☐ Eviction from unit
- ☐ Late payment of rent
- ☐ Assist with Recertification Process
- ☐ Change in lease terms
- ☐ Change in house rules
- ☐ Other: _____

Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.

Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.

Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.

☐ Check this box if you choose not to provide the contact information.

Signature of Applicant	**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

PLEASE KEEP THIS PAGE WITH YOU FOR REFERENCE

What happens once CHH receives my *completed* application?
Once your COMPLETED application is returned to our office our staff will review your general eligibility for housing and your eligibility for the buildings that you have selected.

- If your application meets the minimum housing requirements, we will place you on the waitlist for buildings that you have selected AND meet the qualifications. You will receive a confirmation letter within 14 days of receipt of your application notifying you that you have been placed on the waitlist.
- CHH fills vacancies in its rental properties on a first come, first serve basis (based on when we have received your application). **Once you are placed on the waitlist, we will contact you when a unit that you have selected and are eligible for comes available.**
- There is not a "typical" waiting period in order to receive an offer for housing. Waiting periods are dependent on the moving trends of our residents and how many people are on the waitlist for any given building.
- If you are contacted for a vacancy, you will be required to respond within a reasonable timeline to schedule a time to view the unit and to schedule an intake appointment to verify the information that you have provided on your application. During this time your eligibility for housing specific to the unit offered will be verified.
- IF YOU DO NOT ACCEPT TWO OFFERS FOR HOUSING FOR BUILDINGS THAT YOU HAVE SELECTED, YOUR NAME WILL BE REMOVED FROM THE WAITLIST ENTIRELY AND YOU MUST RE-APPLY FOR HOUSING IN ORDER TO BE CONSIDERED FOR FUTURE VACANCIES.

Can I get "special priority" for a vacancy?
CHH operates on a first come, first served basis when a household fits the requirements for a vacancy. There are a select amount of apartments that are specifically set-aside for elderly and disabled households.

Is there any way to speed up the process?
Yes. Make sure your application remains up-to-date. Make all updates having to do with income, household size, address and telephone numbers in a timely manner. This must be done in writing by using the **CHH Request to Change Applicant Information** form. **If there are any changes in your address, telephone number, family size or income – please fill out a CHH Request to Change Applicant Information form immediately. Failure to keep your application up-to-date may result in your not being considered for a given vacancy. In addition, if you do not update your application after reasonable attempts to contact you, your application will be removed from the waitlist and you will lose your application date.**

How often should I contact the CHH office?
Please contact us when pertinent information on your housing application changes – such as changes in contact information, changes of income and household size. We will send you a **CHH Request to Change Applicant Information** form or you can download it from our website.

Due to the many variables that determine your position on the building waitlists (unit size needed, household income and household size) we cannot update to you as to where you are on the waitlist. Additionally, there are separate waitlists for each building, so you most likely have different placement numbers on each of the buildings that you have selected.

Do I get to choose the building I want to live in?
Yes, so long as you meet the eligibility requirements for the building you select. We require that all applicants fill out the building list attached to the application. You will only be called for those vacancies.

What if I refuse an offer for housing?
It is important that you only select buildings that you are genuinely interested in residing. Once you have been contacted for a unit, you have the right to accept or decline a unit. **HOWEVER, declining an offer for housing more than TWICE will result in the removal of your name from the waitlist –** *some exceptions may apply***.** You may reapply, with a new application date and waitlist placement.

How is "HUD-subsidized Housing" different from other housing?
Some of our buildings are subsidized by the Department of Housing and Urban Development (HUD), also known as the Section 8 program. If you qualify to move into one of these properties, your monthly rent would be calculated by taking approximately 30% of your gross household income.

What kind of reference checks will I need to pass in order to be eligible for an apartment?
CHH will check your housing and/or professional references. In addition, CHH will perform other check s and verifications including but not limited to income verifications, credit, eviction record, court history and criminal background checks. .

Capitol Hill Housing (CHH) is a community based non-profit organization, which develops and manages affordable housing. CHH is an equal housing opportunity provider. All of our buildings are well maintained and affordable to low-to-moderate income households. CHH is committed to making our programs, services and activities accessible to people with disabilities. However, CHH is not able to respond to emergency housing needs.

We are committed to compliance with fair housing standards and to providing you with quality service. If you have an experience that is in direct contract to these goals, please be aware that CHH does have a written grievance procedure. If you have concerns about your interactions with any member of the CHH staff or if you feel decisions concerning your application have been made unfairly you are encouraged to discuss those concerns with the involved staff member. If that does not resolve your concern, you may choose to follow guidelines provided in the CHH Grievance Procedure. You may request a copy of this procedure from staff.