



YWCA Snohomish County Pre-Application
PLEASE PRINT CLEARLY

Occupancy: 1 Bedroom: 1 – 3 people, 2 Bedroom: 2 – 5 people, 3 Bedroom: 3 – 7 people,
4 Bedroom: 4 – 9 people

Rental Amounts: 1 bdrm. \$1050, 2 bdrm. \$1255-\$1375, 3 bdrm. \$1450 & 4 bdrm. \$1575

Deposit Amounts: \$600 (1-2 bdrm.) & \$750 (3-4 bdrm.)

Everett: 2 Bedroom Units, Lynnwood: 3 & 4 Bedroom Units, Mountlake Terrace: 1, 2 & 3 Bedroom Units

If applicant does not have rent subsidy, household income will need to be 2 times the amount of rent

Applicant Name: _____

Address: _____

Phone: _____ Email: _____

Alternate Phone: _____ Alternate Email: _____

Number of people in household: _____ Desired Unit Size: 1 bedroom 2 bedroom
 3 bedroom 4 bedroom

Desired Move in date: _____

Are you currently employed with YWCA King-Seattle-Snohomish? Yes No
(If YES – then your household is not eligible to live at any of YWCA Permanent Housing Communities.)

Do you have members of your household who do not currently live with you? Yes No

Do you need an accessible unit? Yes No

Do you have a reasonable accommodation request/qualified disability¹? Yes No

Are all members of your household full-time students? Yes No

What is your total estimated gross annual household income (before taxes)? \$ _____

Do you anticipate your household income changing in the future? Yes No

What is the estimated value of your assets? \$ _____

Do you have any evictions or judgements against you? Yes No

If yes, please explain on reverse page.

Do you owe any monies to a landlord or a housing authority for rent or damages? Yes No

If yes, please explain on reverse page.

Sign: _____ Date: _____

² Disabled means a physical or mental impairment that substantially limits one or more of the major life activities of an individual, such as taking care of oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing or learning. At least one person in the household must be disabled and applicants must provide written verification from a relative, social worker or caregiver that states that the applicant falls within the definition of disabled using an approved disability verification form.

MANAGERS – Visual Proof of Drivers License or State I.D.: Yes No I.D. Checked by: _____

Each adult over the age of 18 must complete a separate application.

Mgmt Company	Apt Community	Community Contact	Community Tel #	Advertising Source
Co. ID: _____	_____	_____	_____	_____

CRIMINAL CREDIT CREDIT/CRIMINAL CREDIT/CRIMINAL/EVICTION COMPREHENSIVE

APPLICATION TO RENT Apartment # _____ Move-In Date _____ Rent \$ _____ Lease _____

Applicant Roommate w/ _____ Cosigner Section 8

APPLICANT INFORMATION

(LEGAL) Last Name	First	Middle	Soc. Sec. #	Date of Birth
Other Names Used	Drivers License #/State	Email Address	Contact Phone Number	
Other Persons to Occupy Rental:	1	Full Name	Relationship	DOB
	2	Full Name	Relationship	DOB
Animal(s) to occupy unit: Attach separate sheet if needed	1	Name	Type	Weight
	2	Name	Type	Weight

RESIDENCE HISTORY

Present Address	City	State	Zip	From _____ To _____	Monthly Pmt \$ _____
Landlord Name	<input type="checkbox"/> Mortgage Co	<input type="checkbox"/> Apartment Community	<input type="checkbox"/> Relative/Friend	<input type="checkbox"/> Employer/Corp Housing	<input type="checkbox"/> Independent Landlord
Landlord Daytime Phone:	Landlord Evening Phone:		<input type="checkbox"/> Own <input type="checkbox"/> Rent		
Previous Address	City	State	Zip	From _____ To _____	Monthly Pmt \$ _____
Landlord Name	<input type="checkbox"/> Mortgage Co	<input type="checkbox"/> Apartment Community	<input type="checkbox"/> Relative/Friend	<input type="checkbox"/> Employer/Corp Housing	<input type="checkbox"/> Independent Landlord
Landlord Daytime Phone:	Landlord Evening Phone:		<input type="checkbox"/> Own <input type="checkbox"/> Rent		

EMPLOYMENT HISTORY

Current Employer	Monthly Salary \$ _____	Supervisor's Name	How long? Yrs _____ Mos _____
Address	City	State	Zip
Phone	Occupation/Department		
<input type="checkbox"/> Previous Employer <input type="checkbox"/> 2 nd job	Monthly Salary \$ _____	Supervisor's Name	How long? Yrs _____ Mos _____
Address	City	State	Zip
Phone	Occupation/Department		

ADDITIONAL INCOME – Additional income such as child support, alimony or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder

Amount \$ _____ per _____ Sources _____

VEHICLE INFORMATION

Auto #1	Year	Make	Model	License State	License Number
Auto #2	Year	Make	Model	License State	License Number

EMERGENCY INFORMATION

Nearest Relative	Relationship	Address	City	State	Zip	Phone () _____
Emergency Contact	Relationship	Address	City	State	Zip	Phone () _____
Personal Reference	Relationship	Address	City	State	Zip	Phone () _____

Have you entered into a plea of guilty or no contest, or otherwise been convicted of a criminal offense, for which you were released from incarceration, probation or parole in the past seven (7) years? Yes No

IF YES, please list the date, city, state and type of all convictions: _____ Attach separate sheet if necessary.

Are you or anyone who will be residing in the rental unit required to register as a sex offender? Yes No

Have you been asked to vacate by a current/previous landlord? Yes No

IF YES: APT NAME: _____ CITY _____ STATE _____

*Please note that a criminal conviction does not necessarily disqualify you for residency. Refer to the applicable rental criteria for more information.

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding the information contained in this application. The report may contain information regarding your credit-worthiness, character, general reputation, personal characteristics and mode of living. By signing this application, you authorize Moco, Inc., whose address is PO Box 2828, Seattle, WA 98111, and whose telephone number is (800) 814-8213, to conduct the screening and to release information obtained to landlord and landlord's agents. If the application is denied or approved conditionally based upon information contained in the report, you may request and obtain a copy of the report. You have the right to dispute the accuracy of information contained in the report. You may have additional rights under both state and federal law.

I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

Non-Refundable Processing Fee \$ 42.00 Check/Money Order # _____

Applicant understands that he/she acquires no rights in an apartment until a holding deposit in the amount of \$ _____ has been paid. Applicant requests landlord to hold unit _____ for applicant while the screening process is completed. If this application is not accepted, the holding deposit will be refunded. If the application is accepted and applicant chooses not to occupy the unit being held, applicant forfeits the holding deposit and no portion of it shall be refunded.

Signed _____ Applicant Dated _____
 Signed _____ Landlord Position _____ Dated _____

I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy.



YWCA Intake Directions for Applicants

- 1) When the YWCA has an available unit at the property you applied to we will contact you. You have 24 hours to respond to our initial phone-call to set-up an intake appointment.
 - If you need to reschedule your intake appointment you must call 24 hours before your appointment. Appointments can only be rescheduled one time.
- 2) Please bring the following items to the intake appointment
 - State ID or driver's license for any adult household member
 - Social security card for ALL household members
 - Application fee for all adult household members
 - **WE MUST HAVE YOUR APPLICATION FEE AT YOUR INTAKE APPOINTMENT TO PROCESS YOUR APPLICATION**
 - Proof of income: 3 months of paystubs, SSI letter, etc.
 - If you are employed we will need your employer's contact information
 - Proof of assets if greater than \$5,000

Intake appointments are by appointments only:

- 3) At the Intake appointment you will be asked to fill out a screening application with MOCO Inc and other paperwork. Please look at YWCA screening criteria to see if you have questions. We will also provide you with a copy of the screening criteria at the intake.
- 4) You can expect that we will process your housing application with 5 business days of the intake appointment. If we find that it will take longer we will give you an anticipated timeline.

YWCA RESIDENT SCREENING CRITERIA

To be eligible to live in a YWCA property, all applicants must meet certain income and household criteria based on the funding restrictions for the property. The YWCA is an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act and all state and local fair housing laws.

The following is the YWCA's standard resident screening criteria. Any exception to the stated criteria is made through the Individual Assessment process, outlined in the YWCA Individual Assessment Policy.

AGE

The head of household must be 18 years of age or legally emancipated with proof of emancipation.

Household Composition

- YWCA operates under a policy of utilizing one bedroom minimum per household member. In cases of Large Family Set Aside Commitments – then the household must consist of 4 persons or more in a 3 bedroom unit or larger. If the household is a one member household and requires a live in aid or request for Reasonable Accommodation, then proper documentation must be in place.

INCOME

- Maximum Income: Each unit has a maximum income limit which may not be exceeded. Total gross monthly income must be below the income limit for which the applicant is applying.
- Minimum Income: Monthly income must be a minimum of two (2) times the monthly rent amount.
 - Section 8 and subsidized applicants only need to meet income requirements for their portion of the rent.
- All sources of income for all household members must be disclosed will be verified by YWCA staff.

RENTAL HISTORY

- At least one household member must have twelve (12) months of valid, verifiable rental history.
- Valid rental history is a written lease or month-to-month agreement.
- If applicant is staying in shelter, hotel, or transitional housing, this will be considered valid rental history as long as it can be verified.
- No more than three (3) late payments within a twelve (12) month rental period.
- No more than two (2) NSF checks within a twelve (12) month rental period.
- No more than two (2) noise complaints within a twelve (12) month rental period.
- No more than one (1) eviction/landlord debt on rental history.
- Outstanding debt owed to any landlord must not exceed \$4,000 and must have a verifiable payment plan.
- Damages may not exceed 20% of total debt.

- Domestic violence situations are exempt from this policy with verifiable documentation during the time of tenancy in relation to the eviction or move-out.
 - Verifiable documentation: restraining orders, court documents, letter from DV advocate/case manager, etc.

CREDIT HISTORY

- Established credit history is not required for residency. However, utility collections must be settled prior to leasing.
- No outstanding debt owed to YWCA and/or its affiliates
- Past due credit balances must not exceed \$2,500.
- Medical balances and student loans are exempt from credit balance amounts.
- Bankruptcy:
 - Chapter 7 must be discharged before application date
 - Chapter 13 must be filed previous to application date

CRIMINAL HISTORY

A criminal records search will be performed for felony and misdemeanor offenses. All felony and misdemeanor offenses must be disclosed on the rental application. The following will result in automatic denial:

- Pending criminal charges/fugitive warrants of any kind.
- Applicant or household member is a registered sex offender or has been convicted of a sexual crime.
- Kidnapping
- Child molestation
- Arson
- Manslaughter
- Murder
- Terror-related
- Stalking
- Hate crimes
- Manufacturing methamphetamine

Any conviction as follows within 3 years:

- Theft (1st & 2nd degree)
- Assault (1st & 2nd degree)
- Burglary (1st & 2nd degree)
- Vehicle prowling (1st degree)
- Robbery (1st & 2nd degree)
- Malicious mischief (1st degree)
- Reckless burning (1st degree)
- Possession of illegal drugs (all counts)
- Delivery of sale of illegal drugs (all counts)
- *Requires three years of clean criminal history immediately following most recent charge.*

INDIVIDUAL ASSESSMENTS

If denied for any reason, all applicants may request an Individual Assessment. Please contact our staff for more information.

DOCUMENTATION

- Valid photo identification or birth certificate will be required of all applicants age 18 or older.
- Valid Social Security card for all household members. At least one household member must have a valid Social Security number. If a Social Security number has not been issued, then a Work Visa or Green Card will be acceptable for all other household members.
- Income and asset documentation if applicable, such as:
 - Most recent pay stubs
 - Social Security award letter or other benefit information
 - Most recent bank statements
 - Rental subsidy award letter
 - Financial aid award letter

SCREENING SERVICES

- All household members 18 years and older will be subject to a background investigation. The screening report will include credit reports, criminal history search, sex offender registries search, employment references, verification of current and/or previous rental history, and verification of Social Security number.
- A screening fee of \$42.00 per adult will be required at the time of application.
- The screening report will be conducted by MOCO Incorporated. In the event of adverse action (denial of tenancy), you have the right to obtain a free copy of the screening report and upon written request, the right to dispute the accuracy of information provided on the report. Please direct all inquiries to:

MOCO Incorporated

PO Box 2826

Seattle, WA 98111

Direct Line: (206) 505-8213

Toll Free: (800) 814-8213

E-mail: service@moco-inc.com

Website: www.moco-inc.com