**For Office Use Only**

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

Time:\_\_\_\_\_\_\_\_\_\_\_

Rec’d By:\_\_\_\_\_\_\_\_

HH Size\_\_\_\_\_\_\_\_\_

AMI%\_\_\_\_\_\_\_\_\_\_\_

**VASHON HOUSEHOLD**

**For Office Use Only**

Eernisse Apartments  JG Commons

 Charter House

 Mukai Commons

P.O. Box 413

Vashon Island, WA 98070

Office phone: 206-463-6454

**WAITLIST APPLICATION**

This is an application to be added to the WAITLIST for affordable rental apartments owned and operated by Vashon HouseHold (VHH). Please COMPLETE ALL SECTIONS of this application before submitting. All information provided will be kept confidential.

**Application Process**

1. Anyone in need of affordable housing should complete a waitlist application.
2. Completed applications should be returned to VHH via email, USPS, fax, or walk-in (contact information is listed below).
3. Applications will be time/date stamped when they are received.
4. Households are added to the Waitlist in the order applications are received.

Once there is a vacancy:

* VHH will go in chronological order down the waitlist to match a household to the vacant unit.
* Unit specifications and funder requirements will guide which households may be considered for a vacant unit (size of unit, household size, specific income restrictions, and any special need requirements such as age, veteran status, disability status, housing status, etc.).
* Pre-screened households at the top of the waitlist would be contacted for an interview. We will attempt to contact you 1-2 times.
* No response or follow-through within 48 hours could result in the household being taken off the waitlist unless there are extenuating circumstances.
* At the interview, we will require copies of recent photo identification, Social Security cards (if available), birth certificates for all children and require copies of paycheck stubs for the most recent 3-6 months and bank statements for most recent 6 months.
* Applicants may be screened for *employment / income /deposit verifications*, *and criminal background check* (including drug-related criminal activity), and a *landlord history screening*, as applicable*.*
* If you become a tenant of VHH, this application will become part of your rental agreement.
* Any false or misleading information on your application could lead to rejection of the application or eviction from the premises if you were to become a tenant and the falsification was discovered at that time.
* If it is determined by VHH that you are not eligible for the unit, you will be sent a notice of ineligibility with the determination why you are considered ineligible. You have the right to appeal the determination up to 14 days after receipt of the notice of ineligibility.

**Income Criteria**

Apartments are income restricted at 30%, 50% or 80% of AMI (Area Median Income) depending on the specific property and unit restrictions. Below is the current 2023 HUD Metro FMR Area Income Limits table. The limits are updated annually.



1. **APPLICANT INFORMATION**

Head of Household

First \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Middle Initial \_\_\_\_\_\_Last\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last four of Social Security Number (SSN)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( write ‘NONE’, if applicable to you)

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ US Citizen? \_\_\_Yes \_\_\_No Full Time Student? \_\_\_Yes \_\_\_No

Does a household member smoke? Yes \_\_\_\_ No \_\_\_\_

**All Vashon HouseHold projects are non-smoking properties.**

|  |
| --- |
| **HOUSEHOLD STATUS: Check all that apply:**  \_\_\_\_\_ A household member is Age 62 or over.  \_\_\_\_\_A household member is living with a documented disability.  \_\_\_\_\_A household member is a Veteran.  \_\_\_\_\_ I/We are homeless according to one of the definitions below:  1) an individual/family who lacks a fixed, regular and adequate nighttime residence;  2) an individual/family who has a primary nighttime residence that is  (a) a publicly or privately operated shelter designed to provide temporary living accommodations,  (b) a public or private place not designed for regular sleeping accommodation.  \_\_\_\_\_None of the Above |

1. **CURRENT HOUSEHOLD INFORMATION**

List all household members, other than yourself, who will be living in the unit. If you are the only person in your household, this table should remain blank.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Relationship**  **to Head of Household** | **US**  **Citizen**  **Y or N** | **Date**  **of Birth** | **Gender** | **SS#**  **Last four** | **Student**  **Y or N** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

**C. INCOME**

What is the current **annual** **gross (pre-tax)** income for ALL household members from ALL sources?

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the sources of household’s income:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and address of employer(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your current **monthly** rent payment? $\_\_\_\_\_\_\_\_\_

What is your total **monthly** utility payments? $\_\_\_\_\_\_\_\_\_\_(do NOT include phone, cable or internet)

**D. INCOME FROM ASSETS**

What is the current annual income from all assets? (Interest earned from financial institutions, bank accounts,

CD’s, rental income from real estate, any other periodic income from assets.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have more than $5,000 in cash value at bank and other accounts? Yes: \_\_\_\_\_\_\_ No: \_\_\_\_\_\_

Do you have more than $50,000 in cash value at bank and other accounts? Yes: \_\_\_\_\_\_\_ No: \_\_\_\_\_\_

**E. PERSONAL REFERENCES**

Name/Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**F. ADDITIONAL INFORMATION**

Do you currently live in subsidized housing or receive a government rent subsidy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently displaced from your home by natural disaster, government action, domestic violence, or forced to move to avoid reprisal, due to hate crimes, owner action or unit inaccessibility? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been paying more than 50% of your gross income (income *before* taxes are taken out) for rent and utilities for the last 90 days? (Utilities do not include phone or cable.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you or any member of your household currently using an illegal substance? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you or any member of your household ever been convicted of a felony?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Answering YES will not automatically exclude you from housing. A criminal history background check will be run on you and your adult family members.) *If Yes,* describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you, or any member of your family ever been evicted from any housing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Answering YES will not automatically exclude you from housing. A rental history background check will be run on you and your adult family members.) *If Yes,* describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**G. RELEASE STATEMENT**

I/we hereby authorize Vashon HouseHold, and their representatives to obtain and verify information and materials necessary to complete the processing of this application. This authorization includes deposit verifications, credit records, employment verifications, and other information from state and federal agencies.

I/we understand that my/our eligibility for housing is based on income limits and other applicable selection criteria. I/we also understand I/we must report any changes in the above information to management in writing.

I/we understand that I/we may be required to complete a criminal background check, verification of income and deposits and housing references. I/we certify that all information in this pre-application is true to the best of my/our knowledge, and I/we understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupation. All adult applicants of the household, 18 years or older, must sign the application.

Vashon HouseHold is an Equal Opportunity Housing provider, with projects in compliance with Fair Housing Regulations. Vashon HouseHold can accommodate any applicants who need assistance in filling out this application.

Providing the following information is optional:

**RACE**(Check all that apply) **ETHNICITY**(Select one Box):

□ American Indian/Alaska Native □ Asian □ White □ Hispanic or Latino □ Not Hispanic or Latino

□ Black or African American   
□ Native Hawaiian or Other Pacific Islander

□ Other

Can you understand written and spoken English? \_\_\_\_Yes \_\_\_\_No

What is the primary language used in your household?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant signature (18 or over)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant signature (18 or over)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return completed application to:**

Vashon HouseHold

Physical address: 17300 96th Place SW, Vashon, WA 98070 (office open Mon-Fri 10am-4pm)

Mailing address: PO Box 413, Vashon, WA 98070

[VHH@vashonhousehold.org](mailto:VHH@vashonhousehold.org)

Phone 206-463-4880

Fax 206-463-1435

 A black and white logo

Description automatically generated