

**For Office Use Only**

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

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

Rec'd By: \_\_\_\_\_

Wait List #: \_\_\_\_\_

# VASHON HOUSEHOLD

P.O. Box 413  
Vashon Island, WA 98070  
206-463-4880

**For Office Use Only**

- Eernisse Apartments
- JG Commons
- Charter House
- Mukai Commons

## WAITING LIST PRE-APPLICATION FOR TENANCY PLEASE PRINT CLEARLY IN INK

This is a pre-application for the waiting list for affordable housing at one of the four rental projects owned and operated by Vashon HouseHold. You will be notified of all projects that you may be qualified for and where you are on the waitlist for each project. If you are not qualified you will receive a Notice of Ineligibility that states the reason you may be ineligible. If you disagree with this notice you will have the right to appeal that decision. If you are offered an apartment, you must take it when it is available, or your name will be removed from the waiting list, barring extenuating circumstances. It is your responsibility to notify VHH management if your address or phone number changes.

Vashon HouseHold has four rental projects: (All units have income and occupancy limits and all are no smoking properties)

**JG Commons Apartments:** Seniors over 62, **21- 1 bedroom units**

**Charter House Apartments:** Seniors over 62 and/or handicapped/disabled-any age, **9- 1 bedroom units**

**Eernisse Apartments:** Family and single units, **26- 1, 2, and 3 bedroom units**

**Mukai Commons:** Family and single units, **20- 1 & 2 bedroom units**

You must COMPLETE ALL SECTIONS of this pre-application before submitting. All information provided will be kept confidential. If any section is not completed, the pre-application will not be accepted. All pre-applications will be considered in the order of the date and time they are received at the offices of Vashon HouseHold. Applicants will be placed on all appropriate wait lists. Each rental project has qualifications according to income level- **1)** 30% of median income or less, or **2)** 50% of median income or less. Applicants will receive a letter confirming their placement on the wait list. At some projects applicants are chosen to fill vacancies from the 30% of median income or less designation first. If there are no eligible applicants from the 30% list, the first eligible applicant on the 50% list will be considered.

When a unit becomes available the first three (3) on the project's waiting list will be sent the project application and asked to provide income and asset information by a certain deadline. Once the application, income and asset information is reviewed we will contact you for an interview. You will be given a list of what to bring with you to that interview. Some items required consist of recent identification, Social Security cards, birth certificates for all children, income stubs for past 3 months, bank statements for past 3 months. Applicants will also be screened for **employment / income verification, a criminal background check** (including drug-related criminal activity), **credit check**, and a **landlord history screening**. If you become a tenant of Vashon HouseHold, this pre-application will become part of your rental agreement.

### Income Criteria

All units must be leased to applicants with household incomes at or below 50% of King County Area Medium Income (AMI). Some of these units will be reserved for applicants with household incomes at or below 30% of area medium income. A resident must meet King County Annual Median Income (AMI) requirements as set forth by HUD. Income limits are updated by HUD annually (see table below).

2010 King County/Area Median Income Limits

	1	2	3	4	5	6	7	8
30%	\$18000	20600	23150	25700	27800	29850	31900	33950
50%	\$30000	34250	38550	42800	46250	49650	53100	56500

We reserve the right to reject any application that does not meet our requirements. The submission of any false information on the application will be cause for rejection of the application, or if discovered later, eviction from the property.

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<input type="checkbox"/>	Eernisse Apartments
<input type="checkbox"/>	JG Commons
<input type="checkbox"/>	Charter House
<input type="checkbox"/>	Mukai Commons

**A. APPLICANT INFORMATION**

First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_

Street \_\_\_\_\_ Email address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Social Security Number: \_\_\_\_\_ (if you do not have a social security number list 'NONE')

Date of Birth: \_\_\_\_\_ US Citizen? \_\_\_ Yes \_\_\_ No Full Time Student? \_\_\_ Yes \_\_\_ No

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

**HOUSEHOLD STATUS: Check all that apply:**

\_\_\_\_ All Members of the Household are Age 62 or Over;

\_\_\_\_ A Household Member is Disabled or Handicapped;

\_\_\_\_ 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 a regular sleeping accommodation for human beings.

\_\_\_\_ None of the Above

**B. 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.  
 List additional Members on a separate page, if needed, and attach.

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

**C. INCOME**

What is the current **ANNUAL** gross income for ALL household members from ALL sources? \$ \_\_\_\_\_

What is the source of your income: \_\_\_\_\_

Name and address of Employer: \_\_\_\_\_

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

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

**D. ASSETS**

What is the current **ANNUAL** income from all assets? (savings, checking, CD's, rental income from real estate, any other assets you may have.) \_\_\_\_\_

**E. REFERENCES**

Personal Reference \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**F. ADDITIONAL INFORMATION** (Information provided may qualify you for monthly rent subsidies).

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 bank records, credit records, employers, and 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 will be required to successfully complete a criminal background check, a credit history check and verification of income 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, 18 or older, must sign application.

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

**RACE**(Check all that apply)

- American Indian/Alaska Native
- Asian
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander

**ETHNICITY**(Select one Box):

- Hispanic or Latino
- Not Hispanic or Latino

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

If no, what is your primary language?

- Spanish
- Vietnamese
- Russian
- Chinese
- Other \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

**Return completed waiting list pre-application to:**

**Mail to:**

VHH/Rental Projects  
P.O. Box 413  
Vashon, WA 98070  
206-463-4880 ext. 11

**Deliver to:**

Vashon HouseHold Office  
17300 96<sup>th</sup> Place SW  
Vashon, WA 98070  
206-463-4880 ext.11

