

PRIDE PLACE

Eligibility & how to apply

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Learn about eligibility requirements

Pride Place features 118 apartments at below market rents for income-qualified applicants. At Pride Place, Area Median Income (AMI) levels determine the maximum allowable income for a certain apartment. These limits are not set by Community Roots Housing; AMI limits apply to affordable housing across the region. Households qualify for different units depending on what AMI bracket their income falls into. The chart below shows you the maximum income you can make to qualify for different units, depending on the size of your household.

Household size	Maximum allowable income	
1 person	\$47,950	\$57,540
2 persons	\$54,800	\$65,750
3 persons	\$61,650	\$73,980

Eligible for: **50% AMI units** (studios) **60% AMI units** (one bedrooms)

Additional eligibility criteria:

Households must include at least one resident who is 55 years of age or older.

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Call (206) 347-1500

To begin the rental application process, call the number above. Please have the following information ready:

- Your first and last name (please spell them out)
- An email address to get in touch with you
- If you do not have access to email, please have a phone number ready
- The apartment size you would like to rent

During your phone call, you will set an appointment to meet with a Community Roots Housing representative in person at the 12th Ave Arts building (1620 12th Avenue, Seattle WA 98122). You'll need to collect all the documents required to complete your rental application between your call and your appointment date.

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Submit information online (optional)

After you call in, you will be provided with a link to an online form. If you have internet access, please fill this out. This helps the leasing team process applications as efficiently as possible.

The form helps gather necessary information about all household members, including questions regarding income and assets. All household members over the age of 18 will need to complete their own form, provided they have internet access. We know some people may not have access to a computer or reliable internet. Completing this form is **not** mandatory. Completing it simply allows our team to better prepare for applicants.

The form will include questions about the following information: names and ages of all household members, disability status, current housing details, pet information, and emergency contacts. Once you have completed the form, you will be provided with the list of items and documents that you will need to bring to your in-person appointment.

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In-person appointment at 12th Avenue Arts

Appointments will be held at the 12th Avenue Arts building in Capitol Hill, located at 1620 12th Avenue, Seattle WA 98122.

Due to regulatory requirements, we are required to verify all income and asset information for all members of the household. This can take some time depending on the information and whether documentation is provided at the appointment. To assist in this process, we ask that applicants have all contact information for income and asset sources ready. Due to the number of applications being processed, it can take three or more weeks for us to process paperwork and verify information.

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Sign a lease

If your paperwork is approved, we will contact you to set a time to sign your lease and schedule your move-in day.

If you are not approved, you will receive a letter explaining why. You will have 14 days to appeal the decision. The unit will not be held during the appeal process.



COMMUNITY ROOTS HOUSING



PRIDE PLACE

WHAT TO BRING WHEN YOU APPLY

Applicant name(s): _____

Applying for (please circle one): **Studio** **One-bedroom**

Your appointment is on: _____ **at the 12th Avenue Arts building located at 1620 12th Ave, Suite 205, Seattle WA 98122.**

Thank you for applying with Community Roots Housing. To meet our funding requirements and help process your file in a timely manner you must bring the following items below to your application appointment.

ISSUE	ITEM
Employment	Six most recent paystubs for each job and fax number/email for HR or payroll
Self-employment	Most recent signed tax return submitted to IRS or monthly profit and loss record
Social security, SSI, WA State SSI	Current benefit award letter, dated within the last 120 days
Child Support	Court Order/personal arrangement (no documentation necessary for DCS)
Alimony/Spousal Support	Court Order/personal arrangement
Public Assistance	No documents required
Unemployment	Current benefit award letter
Pension or VA benefits	Current benefit award letter
Regular/Periodic Income (Gift)	Name and address for person providing income
Other	Most recent earnings or benefit statement
Checking	Most recent bank statement
Savings	Most recent bank statement
Money Market	Most recent statement
Stocks/Bonds/CDs	Most recent statement
Trust Funds	Most recent statement
IRA/Keogh Account/401K	Most recent statement
Annuity Asset	Most recent statement
Real estate	Rental agreement with tax return (if applicable) and mortgage statement (if applicable)
Life Insurance (Whole or Universal)	Organization and policy number/most recent statement

In order for an application to be accepted you must bring verification of:

- For ALL household members:** Social Security numbers **OR** (driver's license with SSN, ID card issued by federal, State or local agency, a medical insurance provider, or an employer or trade union. Earnings statements on payroll stubs, W-2, Bank Statement, Form 1099, Benefit award letter, retirement benefit letter, Life Insurance policy or Court Records, **OR** an equivalent method of verifying income such as: Work Visa, Alien Registration Receipt Card, Green Card, Temporary Resident Card, ORS Individual Identification Number (ITIN), or Employment Authorization Card will be accepted
- Everyone over the age of 18:** Current valid driver's license or government-issued picture ID
- For MINOR Household members:** Birth Certificate **OR** (Passport, Baptismal Certificate, Military discharge papers, Census document showing age, naturalization Certificate, Social Security Administration Benefits printout showing age)

OTHER ITEMS:

- \$20 screening fee** for each adult applicant. Money order or cashier's check. Price subject to change.
- Rental subsidy packet and award letter** if applicable
- For pets or service animals:**

Pet Documents	
	Proof of Spay/Neuter
	Proof of Vaccinations
	Proof of City of Seattle License (City License required if applicant is approved for occupancy)

Service Animal Documents	
	Reasonable Accommodation Request (completed at time of appointment)
	Proof of City of Seattle License (City license required if applicant is approved for occupancy)

How you can expedite your application:

- Provide the most current contact information for you and your household. Check your phone messages regularly. Provide alternate contact information (email, work number, etc.)
- If employed, make sure Community Roots Housing has the name, phone, and fax number of the payroll or Human Resources employee who completes the form.
- Contact your current/previous landlords, professional references, and employer to let them know they will be contacted and that your application will be waiting on their response.

We may have to contact you to clarify income, rental or other information needed to complete your application. You will have 72 hours to respond and provide requested follow up documentation. Failure to respond and provide requested documents will result in the withdrawal of your application and the release of unit for new applicants.

For questions, please call the Community Roots Housing leasing team at 206-895-1400 or email leasinginfo@communityrootshousing.org



PRIDE PLACE

ELIGIBILITY & SCREENING CRITERIA

All Community Roots Housing applicants must meet income and household criteria based on the funding restrictions for the property. In addition, Community Roots Housing uses the following criteria to determine a household's suitability for Community Roots Housing. Exceptions to Community Roots Housing's criteria are made only through the application appeals process, which is outlined below.

Community Roots Housing will consider applications in the order in which completed applications are received. An application is considered complete when all of the information outlined on the attached list "What to Bring When You Apply" is received. If the applicant fails to bring any of the required information to the appointment or all applicants are not present, the appointment will be stopped and rescheduled if the unit is still available. **If we contact you to clarify employment, rental history, or other information, you will have 72 hours to provide the information before your application is denied.**

Please note the following:

1. Community Roots Housing does not accept Portable Screening Reports.
2. All adults in the household must apply for the unit.
3. If you would like to request additional time to complete the application due to limited English proficiency or as a reasonable accommodation for a disability, please notify a Community Roots Housing representative.

AGE

At least one member of the household must be 55 years of age or older.

INCOME

Apartments have a maximum income limit based on household size. All sources of income must be disclosed and verified for all the household members. Income calculations are determined by funder requirements and Community Roots Housing must use the highest calculated income projections.

Household income must be at minimum 2 times the annual rent. Alternatively, household may show that they have accessible financial assets to cover the monthly rent amount for the length of the lease or demonstrate 6 months of timely payment of rent at or higher than rental amount for the unit applying for.

The following exceptions apply:

- Households with a Seattle Housing Authority, Section 8 Housing Choice Voucher, or similar, are exempt from the minimum income requirement.
- Applicants with temporary vouchers are subject to meeting minimum income requirements of 2x the monthly rent after the voucher is applied.

CRIMINAL HISTORY

Please be advised, a landlord (within the Seattle city limits) is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking adverse action based on any arrest record, conviction record, or criminal history, except sex offender registry information which is the result of an adult criminal conviction – as described in Seattle Municipal Code (SMC) subsection 14.09.025 A3., 14.09.025 A4., and 14.09.025 A5, and subject to the exclusions and legal requirements in Section 14.09.115. If sex offender registry information is considered, an applicant may provide any supplemental information related to rehabilitation, good conduct, and facts or explanations regarding their registry information.

RENTAL HISTORY

Applicants must provide address history for the previous two (2) years, without gaps. This may be with multiple landlords, but without breaks of more than 30 days between rental periods. Rental history can be a room rental or with roommates as long as the applicant paid rent directly to the landlord and it can be verified. Paying rent to friends or relatives is not considered rental history unless there is a verifiable lease agreement and the rental is the family or friend's actual property. Rental history will be reviewed for the following:

- No evictions, judgments, or unlawful detainers in the past two (2) years. If court records indicate an eviction, the burden is on the applicant to prove an eviction did not occur.
- No outstanding balances owed to current or previous landlord including Community Roots Housing.
- Cannot be in a current lease or will need to show proof that you will be released from lease if in a current lease.
- No more than three (3) legal notices within the past twelve (12) months for any member of applicant household.
- Poor rental history reported by a landlord, even if a legal notice was not issued, is grounds for denial.
- Examples of poor rental history includes repeated and excessive damages to the unit, noise complaints, and frequent late payments (3 or more in a 12-month period.)
- No evictions or unlawful detainers from current or previous Community Roots Housing tenancy.

In lieu of 2 years of current and consecutive rental history, applicants must have an income history of at least three (3) months without gaps by the date of application in an amount that meets or exceeds 2 times the rent, and consumer credit history that reflects no more than 5 past due accounts in collections, medical debt and student debt is excluded from consideration. Considerations will be given for any debt that can be verified as inherited or inaccurate due to divorce or separation. Unearned income (income that does not come from a job) does not need to meet time requirements.

Recent Homeowners

Proof of consecutive, timely mortgage payments over the most recent twelve months may be substituted for rental history. Real estate must be included as an asset when determining eligibility, including any proceeds from the sale of the property, or any income from renting the property to a third party.

Applicants who are about to undergo or have undergone foreclosure on their primary residence in the past 12 months must show that the previous mortgage payments were more than 40% of their household income.



CREDIT

- Except for bankruptcy and debt owed to a landlord, Community Roots Housing screens for credit risk only when the above “in lieu of rental history” criteria are being considered. Any bankruptcy must be discharged or dismissed.
- No more than 5 past due accounts in collections- exclusions to this will be medical debt, student loans, and inherited or debt that was part of a divorce or separation that should not be counted as applicants.
- Cannot have outstanding debt owed to any landlord, including Community Roots Housing.

Violence Against Women Act (VAWA)

Applicants who are victims of domestic violence, sexual assault, unlawful harassment, or stalking have special protections under the Violence Against Women Act and Residential Landlord Tenant Act RCW59.18. If the applicant or a member of the household is a victim of one or more of these crimes and wishes to have their status considered for purposes of eligibility, the applicant must submit a VAWA Certification of Domestic Violence, Dating Violence, or Stalking. The applicant may request a certification form from the leasing agent. If the applicant fails to provide the certification within 14 days, the application may be denied if the applicant does not meet the screening criteria.

PETS

Pets are welcomed at our properties:

- Proof of inoculations, spay or neutering, and a current City of Seattle pet license is required.
- Pet deposit is 25% of the first full month’s rent.
- Resident must abide by the Community Roots Housing Pet Agreement (please ask to view agreement).

Note: Service and companion animals are not considered pets. They are accepted at all properties and require a Reasonable Accommodation Request for which verification may be requested.

STUDENTS

Student restrictions at some properties prohibit all household members from being full-time students. Applicant households for properties with student restrictions, where all members, including children, are full-time students for five or more months in a calendar year (including months preceding move in) must meet one of the following exceptions:

- Married and filing a joint federal tax return with spouse
- Single parent with a minor child and neither are dependents of a third party
- Receiving benefits under Title IV of the Social Security Act (e.g., TANF)
- Enrolled in a job training program funded by State or Local government
- Previously under the care of a state foster care system.

Please see rental listing and property information for student restrictions.

OCCUPANCY STANDARDS

Most Community Roots Housing apartments have occupancy standards; if unit occupancy drops below the minimum or exceeds the maximum, households may be required to vacate.

Studio	1 bedroom
1 – 2 people	1 – 3 people

Fees and Deposits

Screening fee is non-refundable and payable to Community Roots Housing by money order or cashier's check. Cash is not accepted

- \$20 for each adult applicant, 18 or older. Price subject to change.

Security deposit is payable by money order or cashier's check (no cash or personal checks accepted) and is due at lease signing. Applicants may make payment arrangements over a six-month period, with the first installment due at lease signing. Security deposit amounts are set by the apartment size and are as follows:

Studio = \$300

One-bedroom = \$375

Move-in rent due at time of move in, payable by money order or cashier's check; no cash or personal checks accepted.

APPEALS PROCESS

If your application is denied and you believe the information upon which the denial was based is incorrect, or if you have additional information that was not considered during the review of your application, you may request an appeal of the decision. **Any appeal must be submitted in writing within fourteen days of the date of the denial letter.** The request must include a letter from you that states the reason(s) for the appeal and new supporting documentation from an independent third party. This information must be verifiable by Community Roots Housing staff. Appeal packages must be sent to Community Roots Housing C/O Individual Assessment, 1620 12th Ave Suite 205, Seattle WA 98122 for all appeals regarding rental or criminal.

Appeals regarding income or paperwork processing should be directed to Director of Compliance. Community Roots Housing will seek to provide a written decision within two weeks. Apartments are not held during the appeals process.

SCREENING SERVICES

All household members 18 years old and older will be subject to a background investigation conducted by Resident Check. We will obtain credit reports, court records (civil and criminal), and employment and rental references as needed to verify all information put forth on the application for housing.

In the event of Adverse Action (denial of tenancy) you have the right to a free copy of the background check we reviewed and processed by Resident Check. You also have the right to dispute the accuracy of any information therein.

A copy of your background check can be obtained by in-person request at Community Roots Housing, 1620 12th Avenue Suite 205, Seattle, WA 98122. Please note that an in-person request requires a valid photo ID and can only be given directly to the applicant.



NONDISCRIMINATION

Community Roots Housing follows all local, state, and federal fair housing laws. Seattle protected classes include: Age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, Section 8 voucher holders, and use of a service animal.

Landlords are prohibited from taking an adverse action against a tenant based on eviction history occurring during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020.

If you need help understanding this notice or information about your renter rights, call the Renting in Seattle Helpline at (206) 684-5700 or visit the website at www.seattle.gov/rentinginseattle

By signing below, the undersigned applicant(s) acknowledge having read and understood Community Roots Housing’s Eligibility and Screening Criteria:

Applicant Printed Name Applicant Signature Date

Applicant Printed Name Applicant Signature Date

Applicant Printed Name Applicant Signature Date

Manager/Leasing Agent Signature Date

