

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, cashier’s check, or Visa/Mastercard. 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

