

### Housing Waitlist Pre-Application

**Applicant's Name(s):** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **Apt.** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Secondary Contact (in case we cannot reach you at the information above)**

**Name:** \_\_\_\_\_ **Relationship to Applicant:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Journey Housing Pre-Application Process

1. Applicant completes waitlist pre-application, then returns to Journey Housing Dept.:

Journey Housing and Payee Services  
 ATTN: Executive Director  
 PO Box 2690  
 Everett, WA 98123

**Fax:** 425-267-9779

**Email:** [housing@wahoyo.org](mailto:housing@wahoyo.org)

2. Application is reviewed by Journey Housing staff and/or property manager and applicant is placed on appropriate waitlist.
3. Once a unit becomes available, management contacts the applicant at the top of the waitlist and the applicant is asked to complete a full housing application. This includes consenting to a criminal background and credit check, and providing personal identifying information that includes state identification and social security card. The applicant is expected to pay a \$25 fee to process the application. This can be paid with check or money order.

Please make sure to call our office if your contact information changes. Please call the Housing Department at (425)-374-5491 to report the change so your contact information can be updated.

### Journey Housing Eligibility Requirements

The information provided below is to ensure you are aware of the eligibility requirements to reside in our housing programs. Journey's housing opportunities are funded through state, county and/or federal funds and require that applicants meet specific requirements for income and household size. Additionally, Journey Housing's management has determined certain eligibility requirements to qualify. These are identified below:

1. Applicant must meet the program requirements for income and tenant population type.
2. If there is a history of assault, applicants must demonstrate a minimum of 6 months in the community with no assaultive behavior.

3. **No** history of arson.
4. **No** history of sexual offenses.
5. **No** history of methamphetamine production or conviction relating to intent to produce.
6. All criminal convictions are subject to further review and could result in denial of the application<sup>1</sup>.
7. Outstanding warrants are subject to further review and may result in denial of housing until warrant is addressed.

Applicant has reviewed the housing eligibility requirements and understands and accepts the terms above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup>Applicants who are rejected due to criminal background and/or credit check may go through the appeal process for an opportunity to be reconsidered. Please call the housing department for more information (425)-374-5491.

**Please complete the following section to assist us in determining whether you meet the requirements for our housing programs.**

1. Please list yourself and any additional members of your household who are applying for Journey Housing:

Name	Date of Birth	Relationship to Head of Household	Monthly Income and Source

2. Will any member of your household require special features in their unit to make it more accessible to people with mobility, sight or hearing impairments?  Yes  No
  - a. If yes – what type of features? \_\_\_\_\_
3. Do you currently possess a Section 8 voucher or other subsidy you can use to supplement your rent?  Yes  No
4. Has your household's assistance or tenancy in a subsidized housing program ever been terminated for fraud, non-payment of rent, or failure to cooperate with the recertification process?  Yes  No
  - a. If yes - Please describe the circumstances:  
\_\_\_\_\_

5. A number of our properties require applicants to have a chronic mental illness to be eligible for tenancy. To your knowledge, do you meet this requirement?  Yes  No
6. Have you or any member of your household ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for housing)  Yes  No
  - a. If yes - Please describe the circumstances:  
\_\_\_\_\_
7. Are you currently homeless?  Yes  No
8. Optional: Are you currently receiving services from our partner organization, Sunrise Services?  Yes  No

**Please initial that you have read and understand each item below:**

- \_\_\_ All applicants will be screened using the same standards. 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 or termination of the subsidy. We will only accept applicants who qualify or have good records in all of the following areas:
  - a. Must meet government requirements for income and tenant population type.
  - b. Must meet Property's occupancy guidelines.
  - c. Must be legally responsible to enter into a legal contract.
  - d. Must submit a complete application with no omissions.
  - e. Must be capable, with or without assistance, to carry out the terms of the lease and the rules and regulations.
  - f. Must not be engaging in any illegal activities.
- \_\_\_ Admission to federally assisted housing is prohibited to any applicant for three years from the date of eviction if any household member has been evicted from federally assisted housing for drug-related criminal activity unless the following has occurred: 1) The evicted household member who engaged in drug-related criminal activity has successfully completed an approved supervised drug rehabilitation program; or 2) The circumstances leading to the eviction no longer exists (for example the criminal household member has died or is imprisoned).
- \_\_\_ Journey Housing supports Federal Fair Housing Laws. Owners and agents for owner comply with all laws prohibiting discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability and familial status.
- \_\_\_ Admission into federally assisted housing is prohibited if: 1) Any household member is currently engaging in illegal use of a drug; or 2) There is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premise by other residents.

- \_\_\_\_ Upon being considered for an opening in Journey Housing owned/managed housing units, all applicants will be required to undergo a criminal background rental history and credit check, and pay a \$25 fee for this service. An unfavorable response will not necessarily disqualify applicants being considered for housing placement. All information received is subject for review by Journey Housing and management staff.
- \_\_\_\_ If, based on the information provided on this application, your household qualifies for the specific income limits, tenant population type, and the property's occupancy guidelines, you will be placed on the appropriate waitlist.
- \_\_\_\_ You will be removed from our waitlists if any of the following occur:
  - a. You are offered three different units and reject all of them
  - b. You do not respond to unit offers by mail or phone on three separate occasions
  - c. Mail is sent to your address and is returned as undeliverable or the phone number we have on file is no longer in service.
- \_\_\_\_ Journey Housing has no plans on closing the property waitlists.

The following information for the Head of Household is voluntary and will not be used to determine eligibility. There is no penalty for persons who do not complete this section. It is for government reporting purposes only.

Please check the box that best describes you:

- Alaskan Native Hispanic
- Pacific Islander
- American Indian
- African-American
- Asian
- Caucasian
- Other, please indicate \_\_\_\_\_

I declare the forgoing to be true under penalty of perjury, I agree that the landlord may terminate any agreement entered into in reliance on any misstatement made above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_