

WHAT TO BRING WHEN YOU APPLY

Applicant Names _____ Unit Applying for _____

Your appointment is on: _____ at: _____

Building and Manager: _____

Thank you for applying with Capitol Hill Housing. To meet our funding requirements and help process your file in a timely manner you must bring the following items below that apply to your household's income and assets to your application appointment.

ISSUE	ITEM
Employment	Most Recent paystub for each job and fax number or email address 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
Real-estate	Rental agreement
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)

(Continued on back)

OTHER ITEMS:

\$52.00 Screening Fee: For each adult applicant- Money order, cashier’s check, or Visa/Mastercard

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)
- If employed make sure the Site Manager has the name, phone, and fax number of the Payroll or Human Resources person 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.