



# Application Guide

Everything you need to know to complete your SHA Housing application



DO NOT USE THIS APPLICATION for the Housing Choice Voucher, Tax Credit or Collaborative Housing programs. See information about these programs on the back page of this guide.

## Applying for housing assistance

Seattle Housing Authority (SHA) takes applications for Low-Income Public Housing and Seattle Senior Housing at its office in the Lower Queen Anne neighborhood of Seattle. You may apply online at [seattlehousing.org](http://seattlehousing.org), pick up an application in our office or call to request to have an application mailed to you. The office for the Housing Choice Voucher program (formerly known as Section 8) is in the same building on the first floor.

**Address:**  
Seattle Housing Authority  
101 Elliott Ave W, Suite 100  
P.O. Box 79015  
Seattle, WA 98119  
Business hours: M-F, 8-5

**Customer Service telephone numbers:**  
Low-income Public Housing 206-239-1737  
Housing Choice Vouchers 206-239-1728  
Senior Housing 206-239-1737  
Fax 206-239-1780  
TTY/TDD 7-1-1 or 1.800.833.6388

We will provide reasonable accommodations to people with disabilities so that they can participate in SHA programs. Contact us if you need an interpreter or an accommodation because of a disability.

### If you need help

SHA's Housing Counselors can help you complete your application. If you need assistance, please call 206-239-1737 or send an email to [housingcounselor@seattlehousing.org](mailto:housingcounselor@seattlehousing.org).

## 1 SHA Housing programs

### Low-Income Public Housing (LIPH)

Units are located throughout Seattle and come in a range of bedroom sizes. They are located in apartment buildings, multi-unit buildings and town homes. Typically tenants pay 30 percent of the total household's monthly adjusted income for rent and utilities. See page 3 for a list of properties.

### Seattle Senior Housing Program (SSHP)

Buildings are reserved primarily for seniors (62+) and adults with disabilities. Most are one-bedroom apartments, with a few two-bedroom units. Tenants are charged one of several rent tiers, depending on income and the number of bedrooms. See page 4 for a list of properties.

## Steps to apply

1. Read about housing programs
2. Review eligibility
3. Choose properties
4. Complete and submit application

## 2 Eligibility

### Low-Income Public Housing

The head of household must be at least 18 years old or an emancipated minor.

- Applicants earning 30 percent or less of Area Median Income (AMI) or who are homeless receive priority on the waitlist, but households earning 80 percent or less of AMI are eligible to apply.
- Because SHA primarily serves people at or below 30% of Area Median Income (AMI), availability for households at income levels above that is extremely limited.
- Applicants will be screened to verify if they qualify for priority after they have been selected from the waiting list. Applicants must meet aforementioned income limits or homeless status as of the day of their eligibility interview or within the 12-month period prior.

### Seattle Senior Housing

- To qualify, the head of household, spouse or other adult family member must be at least 62 years or older or an adult with a disability. (Availability is limited for those with eligibility based only on disability if under age 62. Applicants 62 years or older receive first priority.)
- No member of the household may be under age 18
- Applicants already living in Seattle receive priority on the wait list.
- Applicants may apply to SSHP in addition to other housing programs.
- The total household annual income must be a minimum of \$11,370 and a maximum of 80 percent of Area Median Income (AMI).

(Continued on next page)

SAMPLE INCOME LIMITS FOR HOUSING PROGRAMS			
	LOW-INCOME PUBLIC HOUSING		SEATTLE SENIOR HOUSING PROGRAM
Number in household	30% of median	80% of median	80% of median
1	\$33,050	\$84,850	\$84,850
2	\$37,750	\$96,950	\$96,950
3	\$42,450	\$109,050	NA
4	\$47,150	\$121,150	NA
5	\$50,950	\$130,850	NA
6	\$54,700	\$140,550	NA
7	\$58,500	\$150,250	NA
8	\$62,250	\$ 159,950	NA
9	\$66,050	\$169,650	NA
10	\$69,800	\$179,350	NA

View the most current income limits at [seattlehousing.org/housing/sha-housing/eligibility](http://seattlehousing.org/housing/sha-housing/eligibility).

## 2 Eligibility (continued)

### Screening criteria

Like most landlords, SHA screens rental applicants.

- To be considered suitable, you must be able to pay rent when due, take care of the unit and live peacefully with your neighbors.
- SHA investigates housing history, credit history, employment and criminal history.
- The Seattle Housing Authority’s federally subsidized housing is exempt from the City of Seattle’s First in Time Ordinance requirement that landlords rent to the first person who submits a complete housing application.
- The City of Seattle requires all landlords to inform applicants that the landlord is 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 Jenny Durkan on March 3, 2020, and that the Seattle Office for Civil Rights is the department that will enforce any violations of this ordinance. For low-income public housing applicants, this prohibition may be superseded by federal law and U.S. Department of Housing and Urban Development regulations in some circumstances.

### Citizenship and immigration status

You do not need to be a U.S. citizen at the time of application. However, at the time you move in at least one household member must either be a U.S. citizen or have eligible immigration status. Full assistance is provided to households where every member has eligible citizenship status. Pro-rated assistance is provided to households with at least one eligible member.

### Criminal history

When an applicant nears the top of a wait list for federally subsidized housing<sup>1</sup> and has been selected for a pre-approval interview, SHA is required by federal regulations<sup>2</sup> to run a background check of adult household members, including a review of criminal convictions consistent with federal regulations to confirm the eligibility of household members. SHA does not automatically ban persons with criminal history from housing programs and will consider each applicant’s criminal history on a case-by-case basis in a secondary review, as explained further below. As part of this review, SHA is required to distinguish between criminal conduct that indicates a demonstrable risk to resident safety and/or property and criminal conduct that does not. Federal rules require that SHA deny admission to federally subsidized housing to any applicant who:

- Is subject to a lifetime registration requirement for a sexual offense in any state (or, in Washington State, a continuing indefinite registration requirement) or
- Has been convicted of manufacture or production of methamphetamine on the premises of federally assisted housing.

In all other situations criminal history within a two (2) year look back period is assessed. This may include a review

<sup>1</sup> Federally assisted housing includes: Low Income Public Housing, Housing Choice Vouchers (project-based and tenant-based), most Seattle Senior Housing Program.

<sup>2</sup> Applicable federal regulations found in 24 CFR Part 5.854, 5.856 and 5.857; 960.203 and 42 USC 13661

of an applicant’s criminal history of convictions through the secondary case-by-case review process that allows for applicants to either demonstrate that a record of past criminal behavior is incorrect, or that past criminal conduct is not indicative of the applicant’s chance for future success in a housing program. When evaluating past criminal history, SHA may consider circumstances such as:

- The nature, severity, and recency of the criminal conduct
- The extent to which the applicant has accepted responsibility for the criminal conduct
- Completion of or on-going involvement in rehabilitative programming
- Involvement in volunteer work, employment, educational activity, training programs, support groups, civic groups, or other related activities benefitting the community
- Changed circumstances since the conviction
- Successful participation in drug court, mental health court or other rehabilitative court programs
- Past success in housing or meeting similar types of obligations

SHA believes that policies which automatically ban persons with a criminal history from housing programs contribute to social justice issues, pose barriers to family reunification and access to affordable housing, and can contribute to systemic homelessness.

Before SHA denies admission to an applicant on the basis of a criminal record, SHA will notify the applicant of the proposed action and will provide them with a copy of the criminal record, so they may dispute the accuracy and relevance of that record.

If you have questions about the background check or secondary review process for SHA’s federally subsidized housing, please contact a SHA Housing Counselor at 206-239-1737.

The Fair Chance Housing legislation in its entirety applies to screening for housing that is not federally subsidized. SHA does not run criminal background checks when evaluating applicants for non-federally subsidized housing however applicants are screened through county, state and national sex offender registries.

### How many bedrooms am I eligible for?

Use this chart to choose properties based on the size of your household. All studios have a full kitchen and private bath and are comparable to one-bedrooms in square footage. Do not sign up for properties with studio units unless you are willing to accept a studio unit.

BEDROOM ASSIGNMENTS FOR PUBLIC HOUSING		
Number in household	Number of adults (18+)	Bedroom assignment
1	1	Studio/1
2	1	2
2	2	Studio/1
3	1 +	2
4	1	3
4	2 +	2
5	1 +	3
6	1	4
6	2 +	3
7	1 +	4
8	1	5
8	2 +	4

3

Choose properties - SHA Housing locations

Low-Income Public Housing

STUDENT RESTRICTED

BATHTUB

ACCESSIBILITY

PROPERTY NAME	BEDROOMS						COMMENTS				SMALL PETS	NEIGHBORHOOD	ADDRESS
	0	1	2	3	4	5							
Ballard House (62+)		78	1					■		▲	Yes	Ballard	2445 NW 57th St
Barton Place		91						■		❏	Yes	Rainier Beach	9201 Rainier Ave S
Bayview Tower (62+ or disabilities)		100						■		▲	Yes	Downtown	2614 Fourth Ave
Beacon Tower		108						■		▲	Yes	Beacon Hill	1311 S Massachusetts St
Bell Tower	75	45								❏	Yes	Downtown	2215 1st Ave
Breathe Easy Homes*		32	29	40	8	5	See footnote	■	○	❏	Yes	First Hill, W. Seattle	High Point, Yesler
Cal-Mor Circle		74	1				Only one 2 br unit	■		▲	Yes	West Seattle	6420 California Ave SW
Capitol Park		125						■		▲	Yes	Capitol Hill	525 14th Ave E
Cedarvale House		114	4				Very few 2 br	■		▲	Yes	Northgate	11050 8th Ave NE
Cedarvale Village				12	12		Townhouses - 2 floors		○		Yes	Northgate	11219 Roosevelt Way NE
Center Park	5	113	19				All accessible	■	○	❏	Yes	Rainier Valley	2121 26th Ave S
Center West	76	15						■	○	▲	Yes	Queen Anne	533 3rd Ave W
Denny Terrace	139	75	6				Very few 2 br			❏	Yes	Capitol Hill	100 Melrose Ave E
Golden Sunset Apts (62+)		46					No elevator		○		Yes	Ballard	3256 NW 54TH ST
Green Lake Plaza	80	50						■		▲	Yes	Green Lake	505 NE 70th St
Harvard Court	67	14					Very few 1 br	■		▲	Yes	Capitol Hill	610 Harvard Ave E
High Point		24	115	183	25	3	Very few 1 br	■	○	❏	Yes	West Seattle	5910 High Point Dr SW
Holly Court		97							○	▲	Yes	Rainier Valley	3824 S Myrtle St
International Terrace		100						■		▲	Yes	International District	202 6th Ave S
Jackson Park House		71						■		▲	Yes	Lake City	14396 30th Ave NE
Jackson Park Village				34	7		Townhouses - 2 floors		○	▲	Yes	Lake City	14378 30th Ave NE
Jefferson Terrace	269		14				13 of the 2 br are UFAS-only*	■		❏	Yes	First Hill	800 Jefferson St
Lake City Court		4	36	9	2			■	○	❏	Yes	Lake City	12536 33rd Ave NE
Lake City House		115						■	○	❏	Yes	Lake City	12546 33rd Ave NE
Lictonwood		81						■	○	▲	Yes	Greenwood	9009 Greenwood Ave N
Main Place II Apts			8						○	▲	Yes	First Hill	308 22nd Ave S.
Main Street Apts			2						○		Yes	First Hill	2035 S. Main St
Market Terrace (62+ or disabilities)		4							○	▲	Yes	Ballard	1115 NW Market St
Martin Luther King Jr. Apts		6	3	1					○	❏	Yes	Rainier Valley	7923 MLK Way S
Montridge Arms			13							▲	Yes	West Seattle	9000–20th Ave SW
NewHolly		40	108	212	34	5		■	○	❏	Yes	Rainier Valley	2901 S Holly St
Olive Ridge		98	7				Very few 2 br			▲	Yes	Capitol Hill	1700 17th Ave
Olympic West	8	67						■		▲	Yes	Queen Anne	110 Olympic Pl W
Queen Anne Heights	32	21						■	○	▲	Yes	Queen Anne	1212 Queen Anne Ave N
Rainier Vista		38	112	100	38	6		■	○	❏	Yes	Rainier Valley	2917 S Snoqualmie St
Ross Manor		100						■	○	❏	Yes	Downtown	1420 Western Ave
Scattered Sites			464	262	77	27			○	❏	Yes	Throughout Seattle	Throughout Seattle
Stewart Manor		74						■		▲	Yes	West Seattle	6339 34th Ave SW
Tri Court	36	51							○	❏	Yes	Bitter Lake	724 N 143rd St
University House		101						■		▲	Yes	University District	4700 12th Ave NE
University West		113						■			Yes	University District	4544 7th Ave NE
Weller Apartments (62+)		49					No elevator		○		Yes	First Hill	1632 S Weller St.
West Seattle Trio		24	58					■	○	❏	Yes	West Seattle	Throughout West Seattle
West Town View		59						■		▲	Yes	Queen Anne	1407 2nd Ave W
Westwood Heights (62+)	30	100								❏	Yes	West Seattle	9455 27th Ave SW
Westwood Heights East		1	20						○		Yes	West Seattle	9440 27th Ave SW
Yesler	14	117	170	66	15			■	○	❏	Yes	First Hill	102 Broadway #616
Yesler Court		3	2						○		Yes	First Hill	114 23rd Ave

\* Applicants must establish that at least one household member has asthma.

\*\* If you are looking for a 2 br unit and do not require a UFAS unit, you may wish to apply for different properties.

Accessibility

❏ This building includes unit(s) specially designed to Uniform Federal Accessibility Standards (UFAS), which meet the needs of people with mobility, visual and hearing disabilities.

▲ This building has ramped entrances and elevators, and may also be suitable for wheelchair occupancy, depending on individual need.

Bathtubs

○ This building has some unit(s) with bathtubs and/or tub-and-shower combinations. All other properties have showers only.

Students restricted

■ This building has some unit(s) that have restrictions for full-time students, including children and adults. If you have students in your household, please consult with SHA Admissions staff before applying for these properties.

Pets

Small dogs, cats, birds and fish are allowed in Low-Income Public Housing buildings with written permission from the property manager. Restrictions apply. Assistance animals are permitted. Documentation is required..

No Smoking

Smoking is not permitted in any Seattle Housing Authority building...



### 3 Choose properties - SHA Housing locations

#### Seattle Senior Housing


ACCESSIBILITY

STUDENTS  
RESTRICTED

PROPERTY NAME	UNITS	BEDROOMS			PETS ALLOWED	NEIGHBORHOOD	ADDRESS
Bitter Lake Manor	72	1, 2	▲		Birds, fish	Bitter Lake	620 N 130th St
Blakeley Manor	70	1, 2	▲		Birds, fish	University District	2401 NE Blakeley
Carroll Terrace	26	1, 2	▲		Birds, fish	Queen Anne	600 5th Ave W
Columbia Place	66	1, 2	▲		Cats, birds, fish	Columbia City	4628 S Holly St
Fort Lawton Place	24	1, 2	▲		Birds, fish	Magnolia	3401 W Government Wy
Fremont Place	31	1, 2	▲		Cats, birds, fish	Fremont/Phinney	4601 Phinney Ave N
Gideon-Mathews	45	1, 2	▲		Birds, fish	Central Area	323 25th Ave S
Island View	48	1, 2	▲		Birds, fish	West Seattle	3033 California Ave SW
Leschi House	34	1, 2	▲	■	Birds, fish	International District	1011 S Weller St
Michaelson Manor	57	1, 2	▲		Birds, fish	Queen Anne	320 W Roy St
Nelson Manor	32	1, 2	▲		Birds, fish	Ballard	2200 NW 58th Ave
Olmsted Manor	35	1, 2	▲		Birds, fish	Green Lake	501 NE Ravenna Blvd
Phinney Terrace	51	1, 2	▲		Birds, fish	Phinney Ridge	6561 Phinney Ave N
Pinehurst Court	73	1, 2	▲		Cats, birds, fish	North City	12702 15th Ave NE
Pleasant Valley Plaza	41	1, 2	▲		Birds, fish	Magnolia	3801 34th Ave W
Primeau Place	53	1, 2	▲		Birds, fish	Capitol Hill	308 14th Ave E
Ravenna School Apts	39	1, 2	▲	■	Birds, fish	University Dist	6545 Ravenna Ave NE
Reunion House	28	1, 2	▲		Birds, fish	Capitol Hill	530 10th Ave E
Schwabacher House	44	1, 2	▲		Birds, fish	Ballard	1715 NW 59th St
South Park Manor	27	1, 2	▲		Birds, fish	South Park	520 S Cloverdale St
Sunrise Manor	32	1, 2	▲		Birds, fish	Ballard	1530 NW 57th St
Wildwood Glen	24	1, 2	▲		Cats, birds, fish	West Seattle	4502 SW Wildwood Pl
Willis House	42	1, 2	▲		Birds, fish	Green Lake	6341 5th Ave NE

To learn more about properties, view photos and to use our Match properties tool, please visit [seattlehousing.org](http://seattlehousing.org).

##### Accessibility

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- ▲ This building has ramped entrances and elevators, and may also be suitable for wheelchair occupancy, depending on individual need.

##### Bathtubs

- This building has some unit(s) with bathtubs and/or tub-and-shower combinations. All other properties have showers only.

##### Students restricted

- This building has some unit(s) that have restrictions for full-time students, including children and adults. If you have students in your household, please consult with SHAAdmissions staff before applying for these properties.

##### Pets

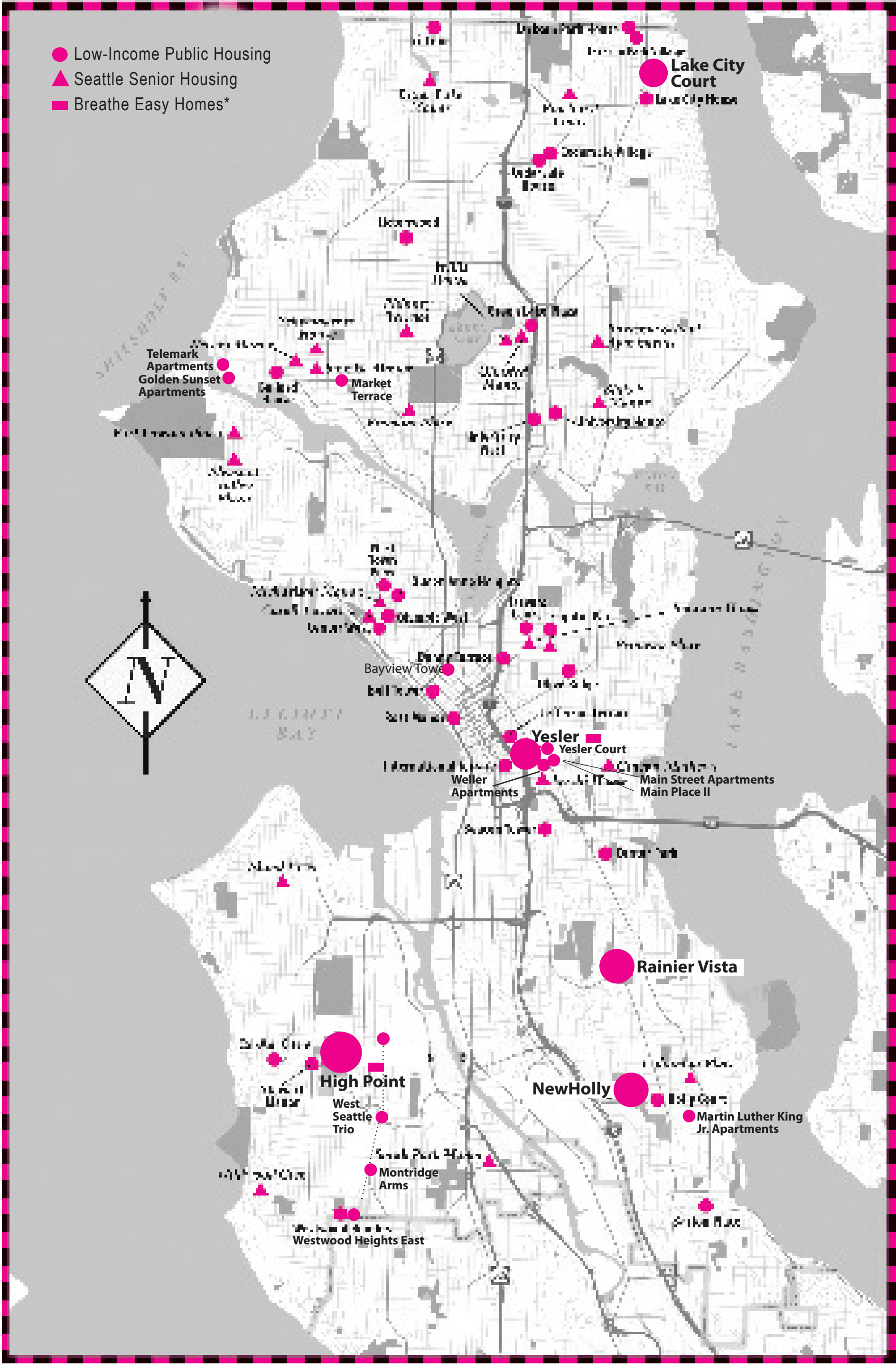
- Birds and fish are allowed in all Seattle Senior Housing Program buildings, and cats are allowed in four of the buildings, with written permission from the property manager. Restrictions apply Dogs are not allowed in any Seattle Senior Housing Program building.
- Assistance animals are permitted at all SHA properties. Documentation is required.

##### No Smoking

- Smoking is not permitted in any Seattle Housing Authority building.

# SHA Housing locations

For an interactive Google map of SHA Housing properties, visit <https://www.seattlehousing.org/housing/all/map>



To learn more about properties, view photos and to use our Match properties tool, please visit [seattlehousing.org](https://www.seattlehousing.org).

# 4 Complete and submit your application

Before you begin, make sure you

- Have read about the housing programs
- Understand the eligibility requirements
- Know which properties you would like to apply for

You will be able to apply for

- Up to two properties from the Low-Income Public Housing program
- Up to two properties from Seattle Senior Housing Program (please note: applicants are not limited to these properties and may apply for properties in any program)

Follow the instructions on the application form. You must complete all questions and you must include a mailing address. Please note: If your application is incomplete or illegible, we will reject it without notice.

Bring or mail your completed application to:

Seattle Housing Authority  
101 Elliott Ave W, Suite 100  
P.O. Box 79015  
Seattle, WA 98119

## What’s next?

### 1. Confirmation and wait list

If your application is accepted, SHA will send you a confirmation letter and add your name to the wait list of the properties you selected. Usually wait time is no shorter than two years, and often longer. Admissions staff can give you information about historical average wait time. If you have any questions, call 206-239-1737.

### 2. Save My Spot

After your name has been added to the wait list, you must check in once a month using SHA’s Save My Spot system to keep your place on the wait list. You can check in online at [SaveMySpot.org](http://SaveMySpot.org) or call to check in at 206-256-7000. Complete information about Save My Spot will be included with your wait list confirmation letter.



### 3. Interview and additional paperwork

When your name gets close to the top of the wait list, we will mail you additional paperwork necessary to continue the application process. Once you complete and return this information, we will schedule you to come into the office for an interview.

## Frequently Asked Questions

### Do I need to tell you about changes in my income, household and address?

Yes. Changes in your income can affect your place on the wait list. Changes in the size of your household can affect the number of bedrooms you’ve been assigned. And, you must keep us informed of your current address or we won’t be able to contact you when we reach your name on the wait list. Be sure to notify us in writing every time you move or have a change in income or household size.

### What else do I have to do to keep my place on the waitlist?

You must check in every month with the Save My Spot system or your application will be canceled. After your name has been added to the wait list we will send complete information about Save My Spot along with your confirmation letter. If we send you any mail to request information or to schedule an appointment, you must respond by the deadline given or your application will be canceled. If the U.S. Postal Service returns your mail to us undelivered your application will be canceled.

### How long does it take to get housing?

All of our housing programs have lengthy wait lists. Wait time is at least two years and often longer. We can give you estimates of how long this may take if you call us.

### After I am accepted, can I change my property choices?

Yes, but you will have to start over on a new wait list with a new application date.

## Other housing programs

### Housing Choice Voucher program

The Housing Choice Voucher (HCV) program, formerly known as Section 8, provides rental assistance for people to rent from landlords in the private market. If you are interested in the program, do not use this application. To learn more about the HCV program, visit [seattlehousing.org/housing/housing-choice-vouchers](http://seattlehousing.org/housing/housing-choice-vouchers), email [hcvhousingcounselors@seattlehousing.org](mailto:hcvhousingcounselors@seattlehousing.org) or call 206-239-1728.

### Tax Credit program

Throughout its properties, SHA also has a limited number of units that differ in eligibility, rent and application process from LIPH and SSHP housing and may also vary from property to property. For information about the Tax Credit program, visit [seattlehousing.org/housing/sha-housing](http://seattlehousing.org/housing/sha-housing).

### Collaborative Housing

Seattle Housing Authority partners with local nonprofit housing providers to offer housing. To find out how to apply, visit [seattlehousing.org/housing/collaborative-housing](http://seattlehousing.org/housing/collaborative-housing).

*The mission of the Seattle Housing Authority is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with low incomes.*