



Our mission 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.

Pre-application for BAYVIEW TOWER

One-bedroom units for elderly or disabled people
2614 Fourth Avenue, Seattle



Distributed by Housing Service Center, Admissions office, a division of the Seattle Housing Authority

IMPORTANT

To be eligible to live at Bayview Tower, you must be either disabled or elderly (62 years or older).

If you are not disabled or you are younger than 62, DO NOT APPLY for Bayview Tower.

After we reach your name on the waiting list, we will verify your age and/or disability. If you do not qualify, your application will be canceled.

Return this pre-application to the Housing Service Center by mail or in person:

Housing Service Center
190 Queen Anne Avenue North
P.O. Box 19028
Seattle, WA 98109-1028

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.



Our materials are available in alternate formats

We are committed to making our materials, services and programs accessible to people with disabilities. If you have a disability and need help to complete the application process or lease a unit, please request an accommodation. For example, we can provide application materials in large type or other alternate formats. If we cannot fulfill your request, we will try to find other ways to meet your needs.

Pre-application for BAYVIEW TOWER



Please complete and return to
Seattle Housing Authority
Housing Service Center
190 Queen Anne Ave North
Seattle, WA 98109-1028

Date stamp (SHA Office Use Only)

Please print neatly in ink. All fields are required. **Read the instructions on facing page before completing each item.**

1. Personal information Enter your Social Security Number <div style="border: 1px solid black; padding: 2px;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="text"/> <input style="width: 20px; height: 20px; margin-right: 5px;" type="text"/> <input style="width: 20px; height: 20px; margin-right: 5px;" type="text"/> - <input style="width: 20px; height: 20px; margin-right: 5px;" type="text"/> <input style="width: 20px; height: 20px; margin-right: 5px;" type="text"/> - <input style="width: 20px; height: 20px; margin-right: 5px;" type="text"/> <input style="width: 20px; height: 20px; margin-right: 5px;" type="text"/> <input style="width: 20px; height: 20px; margin-right: 5px;" type="text"/> <input style="width: 20px; height: 20px; margin-right: 5px;" type="text"/> </div> Birthdate (mm/dd/yy) () - / / - / / Area Code Mobile Phone Number	2. Name and address of head of household <hr/> <table style="width:100%;"> <tr> <td style="width:40%;">Last name</td> <td style="width:30%;">First name</td> <td style="width:30%;">Middle Initial</td> </tr> </table> <hr/> <table style="width:100%;"> <tr> <td style="width:50%;">Mailing address</td> <td style="width:10%;">Apartment #</td> <td style="width:10%;">City</td> <td style="width:10%;">State</td> <td style="width:10%;">Zip</td> </tr> </table> <hr/> Address where you are currently living (if different from mailing address above) City State Zip	Last name	First name	Middle Initial	Mailing address	Apartment #	City	State	Zip
Last name	First name	Middle Initial							
Mailing address	Apartment #	City	State	Zip					

3. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	4. Ethnicity <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	5. Race <input type="checkbox"/> Native American <input type="checkbox"/> Pacific Islander	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Other _____	<input type="checkbox"/> Black <input type="checkbox"/> Alaskan Native	6a. Primary language _____ 6b. Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
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7. Disability It is not necessary to give us details about your disability unless you are requesting an accommodation.		
7a. Do you claim a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	7b. Do you need any special assistance to help you complete the application process? <input type="checkbox"/> Yes <input type="checkbox"/> No	7c. Do you need any special features in your housing unit as a result of your disability? <input type="checkbox"/> Yes <input type="checkbox"/> No
7d. If yes, what special assistance or features do you request? (See instructions on facing page for more information. You may attach additional sheets to explain.) _____		

8. Current living situation. Check all that apply. See instructions on the opposite page for definitions.	The instructions on the facing page explain how your living situation determines your waiting list preference. <input type="checkbox"/> My household is extremely low-income <input type="checkbox"/> My household is NOT extremely low-income NOW, but has been in the last 12 months <input type="checkbox"/> I am homeless <input type="checkbox"/> I am NOT homeless NOW, but I have been in the last 12 months
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9. Assets and income Provide gross (not net) amounts for all questions		
9a. Value of family assets Assets include bank accounts, investments and real estate. \$ _____	9b. Total monthly income Include income from all family members. You may estimate. \$ _____	9c. Income source(s) Check all that apply. <input type="checkbox"/> Wages <input type="checkbox"/> SSA <input type="checkbox"/> SSI <input type="checkbox"/> Pension <input type="checkbox"/> L&I <input type="checkbox"/> TANF <input type="checkbox"/> Interest/annuity income <input type="checkbox"/> Worker's Compensation <input type="checkbox"/> Child support <input type="checkbox"/> Other assistance _____ <input type="checkbox"/> Someone pays my bills or gives me money \$ _____ (list how much)

10. Housing program: Bayview Tower	
This application is for Bayview Tower only. To apply for other public housing properties, please fill out the "Pre-application for Housing Assistance."	
<input type="checkbox"/> I would like to apply for Bayview Tower	To live at Bayview Tower, either the head of household or the spouse/co-head MUST be disabled or elderly (62 years or older). If you are not disabled or elderly, you do not qualify.
Were you 62 or older on January 31, 2010? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, were you receiving HUD assistance at another location on January 31, 2010? <input type="checkbox"/> Yes <input type="checkbox"/> No

11. List other person who will live with you. Include unborn child. For Ethnicity and Race, use the categories in questions 4 and 5.									
#	Relation	Last name	First name + middle initial	Ethnicity	Race	Sex (M/F)	Social Security Number	Birth date (mm/dd/yy)	Disability? (Y/N)
1									

12. Student status	
Head of household <input type="checkbox"/> Full time student <input type="checkbox"/> Part time student <input type="checkbox"/> Receives financial aid <input type="checkbox"/> Not a student <input type="checkbox"/> Does not receive financial aid	Other person in household <input type="checkbox"/> Full time student <input type="checkbox"/> Part time student <input type="checkbox"/> Receives financial aid <input type="checkbox"/> Not a student <input type="checkbox"/> Does not receive financial aid

13. Certification of applicant: I hereby certify that the information I have provided in this pre-application is true and accurate. I understand that any misrepresentation or false information will result in my application being cancelled or denied, or in termination of housing assistance. I understand that at the time I rise to the top of a waiting list, I will be required to verify the information I have provided here. I accept responsibility for keeping the Seattle Housing Authority informed of my current address, and I understand that my entire application may be canceled if I fail to do so.	
X _____ Signature of head of household Date	X _____ Signature, spouse or co-head of household Date

IMPORTANT! You must fully complete your pre-application to have your name added to the waiting list. Follow these instructions carefully. You must provide all of the information requested and you **MUST** include a mailing address. We will not notify you if we cannot add your name to the waiting lists as a result of missing information or inappropriate property selections. To help ensure that your name can be added to the waiting list, let us help you at our office, or call us at 206-239-1737. Call us again if you do not receive a confirmation letter within six weeks.

1. Personal information (head of household)

Applicants must identify a single head of household for each application. Provide the Social Security number of the head of household for your family.*(See Privacy Act Notice below)

2. Name and Address (head of household)

We must have a current mailing address to contact you at all times. If we are unable to contact you by mail, you will be removed from the waiting list.

3. Sex (head of household)

Indicate the head of household’s sex.

4. Ethnicity (head of household)

The housing authority collects statistical data on ethnicity and race in accordance with federal regulations. People of various races may also be of Hispanic ethnicity. Please indicate if you are Hispanic.

5. Race (head of household)

For statistical purposes only. The choices listed are the same as the federal governments’ statistical categories.

6. Primary language (head of household)

What is your primary language? Will you need an interpreter when conducting business with us?

Disability (head of household)

7a. Are you disabled? Check Yes or No. (You are not obligated to provide information about your disability unless you want an accommodation.)

7b. Tell us if you need an accommodation as a result of your disability, to help you complete your application or to help you conduct business with us before you are housed.

7c. Tell us if you need any special features in your housing unit to accommodate your disability.

7d. Describe the assistance you need.

The Admissions Office has more information available to help you request a reasonable accommodation, including copies of our Reasonable Accommodation Policy and our Special Needs and Unit Requirement Questionnaire (SHA-968), which you can submit along with your Pre-application for housing assistance. You can obtain these documents at our office or we will mail them to you.

For more information about SHA’s Reasonable Accommodation Policy, contact SHA’s Section 504/ADA Coordinator at (206) 615-3570, or (TDD/TTY) 1-800-545-1833 ext, 589.

8. Current living situation (waiting list preference)

If you are either *extremely low income* or *homeless* according to definitions 1 and 2 below, you may receive preference. See the Application Guide for more information.

EXTREMELY LOW-INCOME LIMITS*		
Number in household	30% of median income (annual)	30% of median income (monthly)
1	\$ 25,100	\$ 2,091
2	\$ 28,650	\$ 2,387

1. Definition of extremely low income. A household the (1) earns 30 percent of median income or less, or (2) earned 30 percent of median income or less during the 12 months prior to eligibility determination. See the table above for income limits by family size.

2. Definition of homeless. A household that (1) is living on the street, in an emergency shelter, or in a transitional housing facility, or is a client of a case-management program serving the homeless; or (2) has met one of these conditions during the 12 months prior to eligibility determination.

9. Assets and income

Write in the approximate amount of the family’s gross (not net) assets and monthly income. Include all sources for all family members. Check all boxes that correspond to income types available to your family.

10. Housing program, Bayview Tower

Check the box to apply for Bayview Tower. This pre-application form is for Bayview Tower only, and you cannot use it to apply for any other housing programs or locations.

You **MUST** be either elderly (62+) or disabled to live at Bayview Tower. If you are not elderly or disabled, **DO NOT APPLY** for Bayview Tower.

11. List other person who will live with you

One other person may live with you. If another person will be living with you, list him/her here. Include live-in aide or unborn child. Do not include yourself in this list. (Under SHA occupancy standards a maximum of two people are assigned to a one-bedroom unit.

12. Student status

Check the boxes to indicate if you are a full-time student, a part-time student, or not a student, and if you receive financial aid. Do the same for anyone living with you.

13. Certification of applicant

Please read this statement very carefully. By signing it, you agree to its terms. You must sign the form and date it where indicated

*Privacy Act Notice. Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et seq.), Title VI of the Civil Right Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government’s financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA (Housing Authority), including all Social Security Numbers you, and all other members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide and of the requested information may result in a delay or rejection of your eligibility approval.

After you receive confirmation that your name has been added to the waiting list, you will be required to check in once every month to keep your name on the waiting list.

The check-in phone number is programmed in ten languages: English, Amharic, Cambodian, Cantonese, Mandarin, Russian, Somali, Spanish, Tigrigna and Vietnamese.

Seattle Housing Authority
LOW INCOME PUBLIC HOUSING

Save 
My Spot!

Check in every month to keep
your place on the waiting list

206-256-7000
www.savemyspot.org

From pay phones or outside Seattle
Toll-free **1-866-623-5111**

Questions or problems?
206-239-1737

Other Information You Should Know-Screening Criteria

Screening Criteria-Information you will need to make available to us when we reach your name from the list:

- **PROOF OF HOUSEHOLD INCOME.** You will be required to verify all household income from all sources. This includes your own income, and the income of any other persons residing with you who are 18 years or older. Examples of income you will be required to verify include but are not limited to employment, pensions, Social Security, welfare, unemployment compensation, child support, gifts, stipends, and all types of self-employment.
- **PROOF OF HOUSEHOLD ASSETS.** You will be required to verify all household assets. This includes your own assets, and the assets of any other persons residing with you who are 18 years or older. Examples of assets you will be required to verify include but are not limited to bank accounts, certificates of deposit (CDs), stocks, bonds, mutual funds, annuities, and real estate. **Please bring your last 3 months statements for each account for each household member.**
- **SOCIAL SECURITY NUMBER VERIFICATION.** You will be required to provide Social Security Number verification for yourself and for every member of your family, regardless of age. If you cannot provide Social Security Numbers for any or all family members, your housing benefits will be proportionately reduced or denied entirely. (Please see form HUD-9886 Authorization for the Release of Information, included in your forms packet, for the authority to collect this information.)
- **VERIFICATION OF STUDENT STATUS AND FINANCIAL AID.** You will be required to provide verification of enrollment and financial aid if you or other adults (18+) in your household are students.
- **PROOF OF IDENTITY.** You and every member of your household you must provide proof of your identity. Examples of identification for adults include driver's license, State ID card, passport, and employment ID. Examples of identification for minors include birth certificate, hospital birth announcement, school registration records, INS documents, and other official court documents. Benefit cards from DSHS cannot be used for identification.
- **CITIZENSHIP AND IMMIGRATION STATUS.** Full assistance is provided to households where every member has eligible citizenship and/or immigration status. Pro-rated assistance is provided to households with at least one eligible member. Your immigration eligibility will be verified at your interview. Verification consists of a signed Declaration of Citizenship or Eligible Immigration Status. For those with eligible immigration status, we will require a signed Verification Consent Form, and one or more acceptable verification documents issued by the U.S. Citizenship and Immigration Services (USCIS). To learn more about how citizenship and immigration status affects assistance and for list of acceptable verification forms of eligible immigration status, please visit our website at www.seattlehousing.org.

Screening Criteria-Information that will be reviewed when we reach your name from the list in the future.

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 neighbors. SHA investigates housing history, credit history, employment, and background screening. 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 US Department of Housing and Urban Development regulations in some circumstances.

SHA will screen all applicants for criminal history to help ensure that new tenants will not threaten the health, safety or right to peaceful enjoyment of the community by others. However, no applicant will be automatically barred from receiving housing because of his or her criminal background, except as is mandated by federal law. Per federal law, SHA must deny housing to any applicant who:

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

In all other cases, SHA may consider mitigating circumstances such as:

- The seriousness of the crime
- The extent to which the applicant has accepted responsibility for his/her actions
- 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
- Changed circumstances since the conviction
- Successful participation in drug court, mental health court or other rehabilitative court
- Past and/or current success in housing or meeting similar types of obligations

See back side of this page for examples of acceptable supporting documents that may be reviewed in consideration of mitigating circumstances.

The supportive documents listed below are examples of documents which you may provide when we reach your name from the list in the future, in support of demonstrating that past behavior is incorrect or not indicative of your chance for success in housing.

- Verification of continuing education intended to lead to employment such as a job training program
- Verification of completion of rehabilitation requirements for drug/alcohol use which have produced a substantial period of stability
- Verification of voluntary performance of community service which has produced a significant benefit to an unrelated third party
- Evidence of financial responsibility and management such as substantial monetary savings accumulated under difficult circumstances
- Sponsorship from a qualified relative or interested party such as non-profit agencies or social workers.
- Verification of connection to stabilizing social services with a significant period of positive participation and clear benefit
- Explanation of circumstances that lead to eviction and/or rental debt
- Reference letter from teachers, community correction officers, social workers, community leaders, volunteer program leaders, medical providers or others
- Verification of history of continuing employment, involvement in support groups, civic activities or other related activities
- Verification documents to support your living arrangement in last 5 years such as letters from shelter providers, letters from food banks, letters from Caseworkers/Counselors, letter from health care counselors etc.

You may call the Admissions Call Center at 206-239-1737 and speak to an Admissions Housing Counselor who may advise you of any additional verification documents that may be considered.

Reasonable Accommodations for Applicants



We are committed to making our programs, services and activities accessible to people with disabilities. If you have a disability and need help with any part of the application process, please request an accommodation. If we cannot fulfill your request, we will try to find other ways to meet your needs.

The Seattle Housing Authority is a public agency that provides low-rent housing to eligible families, elderly households and single people. No qualified person applying for employment or housing, and no employee or resident of SHA, is to be discriminated against because of race, color, religion, national origin, sex, sexual orientation, marital status, age, veteran status or the presence of any sensory, mental or physical disability. In addition, the Housing Authority has a legal obligation to provide reasonable accommodations to applicants if they or any members of their household have a disability.

A reasonable accommodation is some modification or change SHA can make to its properties or procedures that will help an otherwise eligible applicant with a disability take advantage of the Housing Authority's programs. Examples of reasonable accommodations include:

- making alterations to a unit so it is wheelchair accessible
- providing other accessible features and equipment
- installing strobe-type flashing light smoke detectors for tenants who are deaf or hearing impaired
- allowing tenants who are blind or visually impaired to have a seeing eye dog in developments where dogs are not usually permitted
- providing written information in large print or Braille upon request
- providing a reader to assist with interviews and other SHA-related business for persons who are blind or visually impaired
- permitting outside agencies to assist applicants with a disability in order to fulfill applicant screening criteria

Requesting an accommodation

If you or a member of your household has a disability and would like to request a reasonable accommodation, please do so at any time during the application process or after admission. You may request an accommodation in-person at the Admissions Office or call us ahead of time at 206-239-1737. Requesting an accommodation is entirely voluntary. If you prefer not to discuss your situation with the Housing Authority, that is your right.

Meeting tenancy obligations

Applicants or household members who have a disability must still be able to meet the essential obligations of tenancy. They must be able to pay rent, care for their unit, report required information to the Housing Authority, avoid disturbing their neighbors, etc. There is however, no requirement that they must be able to do these things without assistance.