

NAME

[Street Address, City State ZIP Code] | [Email] | [Telephone]

LOOKING FOR

[Clearly state the number of bedrooms, bathrooms and rental amount you are looking for. State the number of people in your household and why you are interested in the unit.]

**Example:**

**We are a family of three looking for a 2 bedroom, 1 bathroom rental for \$1,000-\$1150 a month with at least a 12 month lease in the Beacon Hill area. We have received a Housing Choice Voucher and would like to find a new home by January 8, 2015.**

ABOUT ME

[Briefly list all members of the household and their basic personal information]

**Example:**

**Your Name: Born and raised in XXX, has lived in Seattle for the past # years. Previously worked as a XXX at XXX. Currently works part-time as a XXX while earning \$\$ a month. She spends most of her time at home with her family on the evenings and weekends.**

**House Mate's Name: Born and raised in XXX, has lived in the Bell Town neighborhood for XX years. Has received a fixed Social Security income since 1995 in the amount of \$\$\$\$. Enjoys cooking and volunteering at local food bank and church.**

**Child's Name: Born and raised in XXX, a typical # year old, currently attends school at XXX. He spends his free time playing sports, playing Legos and coloring.**

**Pets: We do not have any pets**

EMPLOYMENT/  
INCOME

[JOB TITLE] [COMPANY NAME]  
[DATES FROM - TO]

[JOB TITLE] [COMPANY NAME]  
[DATES FROM - TO]

**HOUSING CHOICE SECTION 8 VOUCHER**

Up to \$\$\$

**HOUSING  
HISTORY**

[Location][Dates]

Rent Amount

[Location] [Dates]

Rent Amount

**REFERENCES**

[REFERENCE NAME], [TITLE]

[COMPANY]

[Contact Information]

[REFERENCE NAME], [TITLE]

[COMPANY]

[Contact Information]