



CENTRAL APPLICATION PROCESSING CENTER  
20126 BALLINGER WAY NE, PMB 151, SHORELINE, WA, 98155-1290  
PHONE: (206) 574-1248 FAX: (206) 574-1241

OFFICE USE ONLY	
Form #:	105
Subsidy #:	
Unit #:	
Effective Date:	

New Housing  
☐

## PLEASE READ

Thank you for applying for Public Housing with the King County Housing Authority. Please note that you only need to complete ONE application for Public Housing.

Applications must be completed in ink and should be mailed to:

**King County Housing Authority  
Central Applications Processing Center  
20126 Ballinger Way NE, PMB #151  
Shoreline, WA 98155-1290**

Applications will also be accepted at KCHA management offices. Hours and/or days of operations may vary for individual offices. Applications will **NOT** be accepted at offices after 12:00 p.m. unless there are extenuating circumstances.

**INFORMATION ON OUR APPLICATION PROCESS CAN BE FOUND AT OUR WEBSITE:**

**[WWW.KCHA.ORG](http://WWW.KCHA.ORG)**

**OR BY CONTACTING ANY KCHA MANAGEMENT OFFICE**

**INFORMATION ABOUT OUR PROPERTIES CAN BE FOUND AT:**

**[WWW.KCHA.ORG](http://WWW.KCHA.ORG)**

**Please remember to only select properties listed in this application packet on pages 4 and 5 of KCHA 439.**

### **THINGS TO KNOW:**

1. Prior to being offered a unit each applicant will be screened for tenant suitability. This screening consists of, but is not limited to, a ***criminal background check*** (including drug-related criminal activity), ***credit check***, and a ***landlord history screening***.
2. **Disability Status / Right To Reasonable Accommodation (*Does not apply to Project Based Properties*)**  
IF YOU HAVE A DISABILITY as outlined under Section 504 of the Americans With Disabilities Act or State or Local Fair Housing Laws, and require an accommodation that would allow you to live and use your apartment or access facilities in a manner equal to that of a non-disabled tenant, you may qualify for a Reasonable Accommodation. For example if you need:
  - A structural change or repair in your apartment, or a special type of apartment
  - A change or repair in some other part of the housing development; or Housing Authority facilities; or
  - A change in our rules, policies, or how we do things (i.e.: how we communicate with you or give you information)

You may request a Reasonable Accommodation from your local Housing Authority representative, and they will direct you on how to proceed with the process.

# Initial application instructions

## Personal information (head of household)

The head of household's Social Security number will be used to identify your family's application in our Data Base. If the head of household does not have a social security number, a random account number will be assigned.

## 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 may be removed from the Public Housing waiting list without further notice.

## Occupancy Guidelines

In determining the proper bedroom size for each family, generally speaking, children of the opposite sex over the age of 4 may not be required to share a bedroom. No more than two people shall be required to share a bedroom in most cases. Please carefully analyze your family composition and select a property or region with the appropriate bedroom size for your family.

No. of Bedrooms	Number of persons	
	Minimum	Maximum
1	1	2
2	2	4
3	3	6
4	4	8
5	7	10

## Determining initial eligibility for the Housing Authority's Public Housing program:

A Family must include at least one household member who is disabled, elderly, near-elderly or who qualifies as a dependent (under 18 years of age or is a person with a disability. An unborn child shall not be counted as a Dependent except when determining initial program eligibility of a single pregnant woman **without** other children in the household.);

Single-persons (as defined: those who are not elderly, near-elderly or disabled) will not be placed on the waiting list.

You may contact the Central Applications office at (206-574-1248. If you leave a message a Housing Authority representative will return

your call. You may also visit the property management office nearest you for assistance. The property management offices are noted on the property list, page 4, of your application.

## Waitlist Selections

KCHA policy allows applicants to be on the Site-Based Waiting List or the Regional Waiting List. The **Site-Based Waiting List**, allows you to choose one (1) or two (2) specific properties from the list on page 4. These will be the specific properties you wish to live at, **OR** a **Regional Waiting List**, where you choose one (1) or two (2) of our three regions you would like to live in.

**Important;** if you chose the Regional Waiting List you are offered the first available unit anywhere with-in your selected region. **Do not choose both Regional and Site-Based List.**

## Ethnicity Race

The housing authority collects statistical data on ethnicity and race in accordance with federal regulations. This is for statistical purposes only.

## List all members who will live with you (fill in all requested fields)

List everyone who will be living with you, including aides and any unborn children you are expecting.

## Additional Housing Program

If you are interested in any of our additional housing programs, please complete only the programs for which your family composition qualifies for according to the instructions provided.

## Current living situation: waitlist preferences

Please select any or all of the waitlist preferences listed on page two as they apply to your current situation.

## Please note:

Incomplete or incorrect applications will be returned to the applicant. Complete applications will receive an acceptance letter within 2-4 weeks.



# INITIAL APPLICATION FOR HOUSING

## MAIL COMPLETED APPLICATION TO:

CENTRAL APPLICATION PROCESSING CENTER

20126 BALLINGER WAY NE, PMB 151 \* SHORELINE, WA 98155-1290

Phone (206) 574-1248

Or return to any KCHA Management Office

Fax (206) 574-1241

### I. Applicant Information:

Please Print NEATLY In Ink

LAST NAME		FIRST NAME		MIDDLE INITIAL	
MAILING ADDRESS		APT. NO.	CITY	STATE	ZIP
		( )		( )	
EMAIL ADDRESS		HOME PHONE		WORK / MESSAGE PHONE	
<div>PLEASE LIST ANY OTHER NAMES YOU MAY HAVE USED IN THE PAST (MAIDEN NAME, ALIAS, ETC.): _____</div> <div>Primary Language: _____</div> <div>Translation Services Needed: <input type="checkbox"/> YES <input type="checkbox"/> NO</div>					

### II. Household Information:

1. Please list ALL HOUSEHOLD MEMBERS who will be living in the assisted unit. List the Head of Household on line #1  
(List additional Members on a separate page if more space is needed):

MBR #	LAST NAME	FIRST NAME	MI	DISABLED/ HANDICAPPED	SEX	RELATION TO HEAD	BIRTH DATE	BIRTH PLACE	SOCIAL SECURITY #
1						Head of Household			
2									
3									
4									
5									
6									
7									
8									

2. Does anyone live with you who is **not** listed above or are you expecting a baby? ☐ YES ☐ NO

If YES, please list the name(s) and explain: \_\_\_\_\_

### III. Family Information:

- 2) **RACE:** Please check one of the following:

☐ Caucasian ☐ African American ☐ Asian ☐ Hispanic ☐ Native American/Eskimo ☐ Hawaiian/Pacific Islander

*This information is requested to comply with Equal Opportunity requirements and will not affect your application for housing assistance.*

- 3) **INCOME SOURCE(S):** Please list ALL sources of income received by ALL adult members of your household:

Examples: Wages, Pension, Child Support, SSI, SSA, L&I, TANF, and Regular Gifts. List additional income on a separate page if more space is needed

MBR#	Type of Income (wages, etc.)	Amount Received	(Circle one)	Hrs. per wk. (if applicable)
		\$	per hour week month	
		\$	per hour week month	
		\$	per hour week month	
		\$	per hour week month	
		\$	per hour week month	



### III. Family Information (continued):

1. Does anyone listed on your application have a Criminal Record? Answering YES, will not automatically exclude you from housing. A Criminal History background check will be run on you and your adult family members. ☐ YES ☐ NO  
If YES, please list any criminal history, which will appear on your records and where it occurred: \_\_\_\_\_
2. Have you, or any member(s) of your household ever served in the United States military? ☐ YES ☐ NO  
If YES, please list names: \_\_\_\_\_
3. Has anyone listed on your application previously lived in Public Housing? ☐ YES ☐ NO  
If YES, please list who, along with when and where they lived in Public Housing: \_\_\_\_\_
4. Does your family require a handicapped-modified unit? (Examples: roll-in shower, wheelchair accessible, etc.) ☐ YES ☐ NO
5. Does any family member require a reasonable accommodation? (Example: live-in aid, etc.) ☐ YES ☐ NO  
If YES, please complete a **Reasonable Accommodation form**, available from any KCHA office.

### IV. Preferences:

#### ***Extremely Low Income Preference***

- 1) Do you currently live in subsidized housing or receive a government rent subsidy? ☐ YES ☐ NO

If you answered "YES" you do not qualify for the **Extremely Low Income** preference. Go to Question 3.

If you answered "NO", go to question 2.

- 2) Is your yearly income *at or below* the limits given for your family size on the chart below? ☐ YES ☐ NO

Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income
1	\$18,850	3	\$24,250	5	\$29,100	7	\$36,730	9	\$45,050	11	\$53,370
2	\$21,550	4	\$26,900	6	\$32,570	8	\$40,890	10	\$49,210		

- 3) Are you currently homeless? ☐ YES ☐ NO

Homeless is defined as lacking a fixed, regular and adequate nighttime residence and has a primary nighttime residence where the family is: (1) Living outside (i.e. no fixed roof, in a park, in a tent, etc.) (2) Living in a temporary publicly or privately owned shelter (3) Living in a car or a recreational vehicle.

- If you answered "YES", please check the situation that most applies to you:

- ☐ Living outside (i.e. no fixed roof, in a park, in a tent, etc.) or in a car or recreational vehicle
- ☐ Living in a temporary publicly or privately owned shelter. Name of the shelter: \_\_\_\_\_
- ☐ Living in other unstable temporary housing (i.e. "couch surfing, doubled up, etc.)
- ☐ You are in the process of graduating from a KCHA-funded sponsor-based program
- ☐ You are a graduate of the Shelter-Plus Care Program

4) ***Substandard Housing, Displaced, & Rent Burden Preferences (This Section applies to all applicants)***

- a) Do you currently live in a dilapidated home or live in a home without one of the following: plumbing, toilet, tub/shower, kitchen, electricity, or heat? ☐ YES ☐ NO
- b) Are you currently displaced from your home by natural disaster, government action, domestic violence, or forced to move to avoid reprisal, due to hate crimes, owner action, or unit inaccessibility? ☐ YES ☐ NO
- c) Have you been paying more than 50% of your Gross Income (income *before* taxes are taken out) for rent and utilities for the last 90 days? Utilities do not include phone or cable. ☐ YES ☐ NO

**IF YOU ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS (4 A-C), YOU APPEAR TO QUALIFY FOR A PREFERENCE. PLEASE NOTE: ALL PREFERENCES WILL BE VERIFIED PRIOR TO AN OFFER OF HOUSING.**

**IF YOU DID NOT ANSWER "YES", TO ANY OF THE ABOVE QUESTIONS, THEN YOU DO NOT APPEAR TO QUALIFY FOR A PREFERENCE AT THIS TIME AND WILL BE PLACED ON OUR WAITING LIST AS A NON-PREFERENCE.**



**V. Wait List Choice:** KCHA allows applicants to select the type of waiting list they would like to be on. You may be on either a Site-Based Waiting List, where you choose which of our properties (listed on back) you would like to live in, **OR** a Regional Waiting List, where you choose which of our three regions you would like to live in and are offered the first available unit **anywhere** in that region. With both lists, you have up to two choices. Please write your selection below.

**Using the list on the back of this page, select up to two (2) separate properties or two (2) regions and write them in the space below:**

**Site-Based Waiting Lists:** You will only be offered housing in the location(s) that you select. You will be offered a unit in whichever property has a vacancy first, when your name reaches the top of the waiting list. Please select properties that have the bedroom size to meet your needs. You must take the first unit offered to you or risk cancellation of your application. These are not order of preference.

**Regional Waiting Lists:** You will be offered the first available unit of appropriate size that becomes available in that region. Regions are large areas within King County and you must be more flexible about where you will live. You must take the first unit offered to you or risk cancellation of your application.

Please place my application on the list indicated:  
Using the list provided, select up to two (2) separate  
properties or two (2) regions:

1. \_\_\_\_\_

2. \_\_\_\_\_

***Note: If you leave this section blank, choose both sites and regions or choose more than two (2) options, your application will be returned to you which will delay the processing of your application and impact your application date.***

**VI. Signature:**

I hereby certify that the information provided in this application is true to the best of my knowledge and belief. I understand that any false statements made on this application may result in the cancellation of my application and if housed, my family will be subject to eviction. I also understand I must report any changes in the above information to the housing office in writing. Failure to report accurate information with regards to my family circumstances and any changes that may occur may result in delays in the application process and could ultimately lead to cancellation of my application, without further notice. I certify that I have read and understand this declaration and I understand that I will be required to successfully complete a criminal background check, a credit history check, provide landlord history for the past three years and update my local preference and income status, which will be verified by the Housing Authority before a final determination regarding the suitability of my application will be made. Failure to respond to any correspondence from the Housing Authority may result in delays in the application process and could ultimately lead to cancellation of my application without further notice.

**Head of Household Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

For detailed information about the properties, please see our website at: <http://www.kcha.org>, or any KCHA office.

NORTH / EAST REGION						
Properties	Studio	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
<b>Paramount House</b> 1750 NE 145th, Shoreline 98155~70 Units ♦	42**	27**				
<b>Northridge I</b> 1540 NE 177th, Shoreline 98155~70 Units	42**	27**				
<b>Westminster</b> 14701 Dayton Ave N, Shoreline 98133~60 Units	37**	23**				
✓ <b>Briarwood</b> 18026 Midvale Ave N, Shoreline 98133~70 Units		70**				
<b>Casa Juanita</b> 9821 NE 122nd St, Kirkland 98034~80 Units		80**				
<b>Northwood</b> 18128 73 <sup>rd</sup> Ave. NE, Kenmore 98028~34 Units (55)+=		34**				
<b>Northlake House</b> 18219 96 <sup>th</sup> Ave. NE, Bothell 98011~38 Units (55)+=		38**				
<b>Eastridge House</b> 120 Sunset Way W, Issaquah 98027~40 Units (55)+=		39**				
<b>Forest Glen</b> 8610 164th NE, Redmond 98052~40 Units		39**				
<b>Lake House</b> 1313 N 200th, Shoreline 98133~70 Units		69**				
✓ <b>Northridge II</b> 1530 NE 177th, Shoreline 98155~70 Units		69**				
<b>Bellevue Manor</b> 143 Bellevue Way SE, Bellevue 98004 ~ 65 Units (62)+=		65				
<b>Park Royal</b> 18309 96 <sup>th</sup> Ave NE, Bothell 98011 ~ 23 Units		2	21			
<b>Island Crest</b> 3030 81 <sup>st</sup> Pl SE, Mercer Island 98040 ~ 30 Units		16	14			
✓ <b>Spiritwood Manor</b> 1424 148 <sup>th</sup> Ave SE, Bellevue 98007 ~ 129 Units		13	62	54		
<b>Newport</b> 12646 SE 42 <sup>nd</sup> St, Bellevue 98006 ~ 23 Units		4	14	5		
<b>Eastside Terrace</b> 704 147th Pl NE, Bellevue 98007~50 Units		8	32	10		
✓ <b>Ballinger Homes</b> 2200 NE 201st Pl, Shoreline 98155~140 Units		28	52	40	14	6
<b>Hidden Village</b> 14508 SE 24 <sup>th</sup> St, Bellevue 98007 ~ 78 Units		8	28	38	4	
<b>Kirkland Place</b> 421 7th Avenue, Kirkland 98003 ~ 9 Units			9			
<b>Avondale Manor</b> 17107 NE 80th St, Redmond 98052~20 Units			4	10	6	
<b>Cedarwood</b> 14415 123rd Ln NE, Kirkland 98034~25 Units			22	3		
✓ <b>College Place</b> 1249 145th Pl SE, Bellevue 98007~51 Units			37	14		
<b>Forest Grove</b> 8350 167th Ave NE, Redmond 98052~25 Units			18	7		
<b>Green Leaf</b> 16714 68th Ave NE, Kenmore 98028~27 Units			22	5		
✓ <b>Juanita Court</b> 9926 NE 126th St, Kirkland 98034~30 Units			25	5		
✓ <b>Juanita Trace I and II</b> 13137 107th Pl NE, Kirkland 98034~39 Units			29	10		
<b>Kirkwood Terrace</b> 11925 NE 81st Circle, Kirkland 98033~28 Units			22	6		
<b>Wellswood</b> 18100 142nd Ave NE, Woodinville 98072~30 Units			25	5		
<b>Bellevue Houses</b> Various Addresses, Bellevue ~8 Units ☐				8		
SOUTHWEST REGION						
Properties	Studio	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
✓ <b>Riverton Terrace</b> 14440 41st Ave S, Tukwila 98168~60 Units	1**	29**	18	5	5	2
<b>Brittany Park</b> 18265 1st Ave S, Normandy Park 98148~43 Units ♦		43**				
✓ <b>Boulevard Manor</b> 12039 Roseberg Ave S, Seattle 98168~70 Units		70**				
<b>Munro Manor</b> 630 S 152nd, Burien 98168~60 Units ♦		60**				
✓ <b>Southridge House</b> 30838 14th Ave S, Federal Way 98003~80 Units		80**				
<b>Yardley Arms</b> 1000 SW 130th St, Seattle 98146~67 Units		67**				
<b>Burien Park</b> 500 SW 148 <sup>th</sup> St., Burien, 98166~102 Units (55)+=		102**				
<b>Nia</b> 9935 8 <sup>th</sup> Ave SW, Seattle 98106~82 Units ♦		65**	17**			
<b>Greenbridge</b> 9839 8 <sup>th</sup> Ave. SW, Seattle 98106~366 Units ♦		62	203	85	13	3
<b>Seola Gardens</b> 10949 5 <sup>th</sup> Ave. SW, Seattle 98146 ~117 Units		4	65	34	12	2
✓ <b>Evergreen Court</b> 33014 19th Ln S, Federal Way 98003~30 Units			22	8		
<b>Kings Court</b> 333rd & 22nd Ln S, Federal Way 98003~30 Units			21	9		
<b>Federal Way Houses</b> Various Addresses, Federal Way ~3 Units				3		
<b>Campus Court</b> 24510 26th Pl S, Des Moines 98198~12 Units				12		
<b>Shoreham Apts.</b> 22815 30th Ave S, Des Moines 98198~18 Units				18		
<b>Victorian Woods</b> 22418 30th Ave S, Des Moines 98198~15 Units				15		



SOUTHEAST REGION						
Properties	Studio	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
<b>Gustaves Manor</b> 107 W Main St, Auburn 98001~35 Units ♦	4**	31**				
<b>Wayland Arms</b> 307 S Division, Auburn 98001~67 Units	14**	52**				
<b>Plaza Seventeen</b> 1001 17th St SE, Auburn 98002~70 Units ♦	3**	66**				
<b>Mardi Gras</b> 24009 104th Ave SE, Kent 98030~61 Units ♦	3**	56**				
<b>Vantage Point</b> 17901 105 <sup>th</sup> Pl SE, Renton 98055 ~77 Units ♦		72	5			
✓ <b>Birch Creek</b> 27360 129 <sup>th</sup> Pl SE, Kent 98030~262 Units ♦		5	95	123	36	3
✓ <b>Burndale Homes</b> 930 18th Pl NE, Auburn 98002~50 Units		3	16	21	8	2
✓ <b>Firwood Circle</b> 313 37th St SE, Auburn 98002~50 Units		4	16	20	8	2
✓ <b>Cascade Apts</b> 20500 106th Ave SE, Kent 98031~108 Units		8	52	48		
✓ <b>Green River Homes</b> 1103 9th St SE, Auburn 98002~60 Units ♦		8	30	18	4	
✓ <b>Valli Kee Homes</b> 23401 104th Ave SE, Kent 98031~114 Units		18	26	50	20	
<b>Shelcor</b> 503 Fourth Ave S, Kent, WA 98031 ~ 8 Units			8			
<b>Northwood Square</b> 529 8 <sup>th</sup> St NE, Auburn 98002 ~ 24 Units			18	6		
<b>Glenview Heights</b> 10405 SE 172nd, Renton 98055~10 Units			6	4		
<b>Youngs Lake</b> 18923 115th Ln SE, Renton 98055~28 Units			4	24		
<b>Vista Heights</b> 18415-8419 108th Ave SE, Renton 98055~30 Units				30		
<b>Campus Court II</b> 716 S 3rd St, Kent 98032~1 Unit				1		

SITE BASED LISTS <u>ONLY</u>						
Properties	Studio	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
✓ <b>Casa Madrona</b> 3948 Martin Way E, Olympia 98506~70 Units ♦		69**				
<b>Pickering Court</b> 7800 Pickering Ct SE, Snoqualmie 98065~30 Units		4	17	9		

✓ *Locations with KCHA Management Offices*      \*\* *Preference for seniors and the disabled*      *All properties non-smoking*  
 ♦ *Building participates in the Low Income Housing Tax Credit program. Additional restrictions may apply.*

**~PLEASE NOTE:** Choosing a Regional List will place you in the first available apartment in the region when your name comes to the top of the waiting list. Each region contains several cities so you may be offered an apartment in any one of the buildings in any one of the cities.







CENTRAL APPLICATION PROCESSING CENTER  
20126 BALLINGER WAY NE, PMB 151, SHORELINE, WA, 98155-1290  
PHONE: (206) 574-1248 FAX: (206) 574-1241

#### OFFICE USE ONLY

Form #: 236  
Subsidy #:  
Unit #:  
Effective Date:

## ADDITIONAL HOUSING TYPES

The Programs listed below are separate from Public Housing. Each program has its own requirements. You may apply for as many of these programs as you qualify for. Being on these waiting lists will NOT affect your status on the Public Housing waiting list.

### LOCAL PROGRAMS

Households MUST be 60+ to apply(qualify) - **1 bd units only** Flat rent of \$330 per month

**You may check as many properties as you are interested in, however, you must have income to support the rent of \$330 per month.**

- ☐ Campus Green: 501 S 320th Street, Federal Way, WA 98003 ☐ Harbour Villa: 7217 NE 175th Street, Kenmore, WA 98028  
☐ Echo Cove: 19428 Aurora Avenue N, Shoreline, WA 98133 ☐ Slater Park: 12604 NE 119th Street, Kirkland, WA 98033

### PROJECT-BASED PRIVATE HOUSING

**King County Housing Authority contracts with Private Landlords to subsidize a limited number of units for which you can apply. These units are found in various private apartment complexes around the region. You may apply for this program along with the Public Housing Program. Rent is based on household income.**

The private management company screens applicants for suitability. There is a screening fee for each adult household member and a security deposit that varies by property.

- ☐ **Project-Based Unit in the North/East Region of King County.** *(Primarily 2, 3, & 4 bedroom units)*

Locations may include, but are not limited to: Bellevue, Kirkland, Redmond, Bothell, Kenmore, Shoreline and Issaquah . *(Federal Way has limited 3 & 4 bedrooms)* You will be offered the first available unit of appropriate size that becomes available in this region.

### PRESERVATION PROGRAM

The property listed below requires a **SEPARATE APPLICATION**. Please contact the Preservation Program at 206-315-4380 for more information or visit our website at [www.KCHA.org](http://www.KCHA.org)

Parkway Apartments: 3970 W Lake Sammamish Parkway NE, Redmond, WA 98052 - 1, 2, and 3 bd units

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ANY KCHA MANAGEMENT OFFICE.**

### **Head of Household Information PLEASE PRINT:**

I understand that if I am not eligible for a list I have chosen, I will not be added to that list. I understand that I am required to update the information on my initial application with KCHA **Central Application Center** if any of this information changes.

**LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_

**SOCIAL SECURITY #:** \_\_\_\_\_

**KCHA Staff Use Only:** Bedroom Size: \_\_\_\_\_ Housing Application Date: \_\_\_\_\_ Time: \_\_\_\_\_



Optional and Supplemental Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

☐ Check this box if you choose not to provide the contact information.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (Check all that apply) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Emergency  <input type="checkbox"/> Unable to contact you  <input type="checkbox"/> Termination of rental assistance  <input type="checkbox"/> Eviction from unit  <input type="checkbox"/> Late payment of rent </div> <div style="width: 45%;"> <input type="checkbox"/> Assist with Recertification Process  <input type="checkbox"/> Change in lease terms  <input type="checkbox"/> Change in house rules  <input type="checkbox"/> Other: _____ </div> </div>	
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

**Signature of Applicant**

**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.



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## Subsidized Housing Waiting List

KCHA selects most households for subsidized housing from 2 main types of waiting lists: regional lists and site-based lists. Although KCHA cannot determine how long you will wait for housing, we can show you the number of applicants on each list. You can also see the application date of the household at the top of each list.

### Subsidized Housing Waiting List Lookup

North/East Region ▾ Region or Property Name

1 Bedroom ▾ Bedroom Size

SEARCH

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You should only use these numbers and dates as a rough guideline. The length of time it takes to reach the top of the list varies. It depends on:

- The date and time you applied.
- The number of current residents who move out.
- The number of applicants who qualify for waiting list preferences.

KCHA has no way of knowing how many vacancies it will have in the coming months and years. This is why we cannot tell you exactly when you will reach the top of a waiting list.

### Automated Telephone Line

The Automated Telephone Line works much like the Wait List Lookup tool. You dial the Central Applications telephone number, (206) 574-1248, Press 4, then follow the menu items, selecting the Region and bedroom size you are interested in. The auto attendant will then list the date of the application at the top of the waiting list for the properties with the bedroom size you selected within the region you chose. If at any time you wish to start over, you will need to hang up and dial the telephone number again, press “4” again to select a different region or bedroom size. The automated telephone line is updated quarterly.

If you have any questions about either of these tools, please contact the property management office nearest you for assistance.