

APPLICANT: INITIAL PAGE 3 OF THIS PRE-APPLICATION AND KEEP THIS PAGE FOR YOUR RECORDS



Washington Grocery Building • Kateri Court • Mount Baker Apartments  
Website: [www.affordablebellingham.com](http://www.affordablebellingham.com) • Phone: (360) 738-8234 Fax: (360) 671-0445/738-8290  
If you are deaf or hard of hearing, call the TTY number 7-1-1 or toll free: 1-800-833-6388

## Applicant Screening Criteria

**Screening agency that we use:** MOCO Incorporated PO Box 2826 Seattle, WA 98111. Phone: 800-814-8213  
Fax: 800-257-8893

### **Screening Fee:**

\$35 for each person 18 years or older. This non-refundable fee. If the database turns up a possible record outside of WA and/or OR, an additional fee may be charged.

### **Information Gathered:**

Government-issued ID (or acceptable equivalent) is required. Verification of current and previous addresses, employment and rental references

Credit report, court records and related to the information below

### **Criteria for Rejection of Application:**

- Falsifying, manipulating, intentionally deceiving or otherwise purposefully omitting information during the application process.
- Exceeds income limit or does not meet income minimum.
- Convictions for Violence or Drug related criminal activity which threatens the safety of the program, building, or its occupants.
- Evictions and/or civil judgments from a previous landlord in the last five years.
- Negative, insufficient or unverifiable rental history consisting of one (1) year on a lease agreement in the last 5 years).
- Credit not in good standing.
- Student restriction requirement not met.
- Incomplete application or failure to provide required information to complete qualification process

**In the event that adverse action is taken by Catholic Housing Services (CHS), applicants have a right to a free copy of the consumer report and a right to dispute the report's information by contacting Moco at 800-814-8213 and/or they may submit a written request to appeal decision with CHS within 14 days of denial. Submit request for appeal to the office where you submitted your application file.**

### *Notice to applicants:*

*Victims of Domestic Violence: applicants who have lost housing or have negative credit or references due to being victims of domestic violence but who otherwise qualify shall not be denied residency.*

*Reasonable Accommodation: Requests for reasonable accommodation/modification from persons with disabilities will be granted upon verification that the accommodation is related to the disability and will give the applicant equal opportunity to participate in the housing program.*



CATHOLIC COMMUNITY SERVICES  
CATHOLIC HOUSING SERVICES  
OF WESTERN WASHINGTON

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**ELIGIBILITY CRITERIA:**

Please review the eligibility criteria below before completing this application. Note that this application is good for all three apartment buildings.

- Household CANNOT exceed income limit and minimum income requirements apply. Income limits vary depending on unit, building and/or household size. Please check with management for current income limits. All units require a Security Deposit equal to maximum allowable rent paid at the time of move in. Household must meet occupancy standards.
- Applicant(s) CANNOT have any convictions for Violence or Drug related criminal activity which poses a threat to the safety of the building or its occupants. If you do have convictions on your record please explain the offense(s) on your application.
- Applicant(s) CANNOT have any evictions or any civil judgments from prior landlord within 5 years.
- Applicant(s) MUST be able to provide a minimum of one (1) year of recent verifiable rental history (on a lease) which demonstrates a stable and verifiable rental history in the last five years.
- Applicant(s) credit must be in good standing (credit card & medical debt will not disqualify you).
- Student restrictions apply. Report all household member student status to management. Student status verifications will be required for all applicants.
- Must provide government issued ID (or acceptable equivalent)

**BUILDING INFORMATION:**

No smoking in any of the buildings. Please ask management about pet policy. *All units require a Security Deposit equal to maximum allowable rent for the unit paid at the time of move in. (ask management for current rate) **\*Rent rates are subject to change; please verify current rent/unit with the on-site manager.\****

- **Washington Grocery Building:** 1133 Railroad Ave.  Studios only  
Currently, **rents start at** \$500 per month, depending on unit size. Rent includes cold water, sewer, and garbage are included. Tenant pays for electricity, telephone, cable, etc. Security Deposit is equal to the maximum allowable rent for unit. (*Office is located at 110 E. Chestnut St.*)
- **Kateri Court:** 110 E. Chestnut St.  Studios  One Bedrooms  
Currently, **studios rents start at** \$563 per month; 1-bedrooms start at \$600 per month. Rent includes water, sewer and garbage. Tenant pays for electricity, telephone, cable, etc. Security Deposit is equal to the maximum allowable rent for unit. (*Office is located at 110 E. Chestnut St.*)
- **Mt. Baker Apartments:** 308 W. Champion St.  Studios  One Bedrooms  
Studios **start at** \$500 per month; 1-bedrooms **start at** \$550 per month. Rent includes water, sewer, garbage, heat and electricity. Security Deposit is equal to the maximum allowable rent for unit. (*Office is at 308 W. Champion St.*)

**Applicant(s) Information** Please print clearly.

4/20/18 -----ALL PRIOR APPLICATIONS ARE OBSOLETE-----

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gross Income (before taxes): \_\_\_\_\_ Source of Income: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Have you in this calendar year or will you in next calendar year be a student? (K-12, college, online classes, etc.) If yes, full time or part time? Yes No (circle one)

Are you or a member in your household disabled? Yes No (circle one)

Is anyone in the household registered as a life time sex offender? Yes No (circle one)

Anyone in your household ever have evictions in the past 5 years? Yes No (circle one)

Drug and/or violence-related criminal convictions? Yes No (circle one)

If yes to the above question, please provide date(s) and explanation of the offense(s). You may also provide any additional information regarding circumstances surrounding the offense(s) or information related to rehabilitation, good conduct, etc since the offense(s). Attach additional pages if needed.

Name of additional applicants: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gross Income (before taxes) of additional applicant: \_\_\_\_\_ Source of Income: \_\_\_\_\_

I understand that falsifying, manipulating, intentionally deceiving or otherwise purposefully omitting information during the application process will disqualify my application for housing. I also have read and understand the eligibility criteria. Furthermore, I understand if I decide to apply for housing I am required to submit a \$35.00 non-refundable application fee for each applicant that is 18 years of age or older. This non-refundable fee must be paid only in the form of a money order or cashier's check payable to CHS. If the database turns up a possible record outside of WA and/or OR, an additional fee may be charged.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Applicant Signature Date

In order for this application to be considered complete. All applicants must ready and keep a copy of the attached applicant screening criteria (page 1 of this application).

**Initial in this box if you have read the screening criteria and have kept a copy.**