

**APPLICANT: INTIAL PAGE 3 OF  
PRE-APPLICATION AND KEEP  
THIS PAGE FOR YOUR RECORDS.**



(is a dba of the Archdiocesan Housing Authority)

**Villa Santa Fe**

Website: [www.affordablebellingham.com](http://www.affordablebellingham.com) • Phone: : (360) 594-6495

If you are deaf or hard of hearing, call the TTY number 7-1-1 or toll free: 1-800-833-6388

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## Applicant Screening Criteria

**Screening Agency that we use:** MOCO Incorporated

P.O. Box 2826 Seattle, WA 98111

Phone: **800-257-8893**

**Screening Fee:**

\$35 for each person 18 years or older. This non-refundable fee is just for Washington and Oregon. If this applicant has lived in other states, additional screening fees may be required.

**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.
- Any convictions or charges for Violence or Drug related criminal activity within the last seven years. .  
**Applicant is a sex offender or arsonist.**
- Evictions and/or civil judgments from a previous landlord in the last five years.
- Negative, insufficient or unverifiable rental history
- Credit not in good standing.
- Full time student not meeting exemptions or unverifiable student status
- Household cannot demonstrate Farm Worker Status
- Incomplete application or failure to provide required information to complete qualification process

**In the event an adverse action is taken by Catholic Housing Services, applicants have a right to a free copy of the consumer report and a right to dispute the report's information by contacting Orca or s/he can request to appeal decision with CHS.**

***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.

# PRE-HOUSING APPLICATION



CATHOLIC HOUSING SERVICES  
SERVING PEOPLE OF ALL BELIEFS

## Villa Santa Fe

Website: [www.affordablebellingham.com](http://www.affordablebellingham.com) • Phone: (360) 325-2544

If you are deaf or hard of hearing, call the TTY number 7-1-1 or toll free: 1-800-833-6388



## ELIGIBILITY CRITERIA:

*Please review the eligibility criteria below **before** completing this application.*

- + Applicants must meet minimum and maximum income guidelines and must be farmworker eligible-earning at least \$3000 in wages from farmwork. Farm worker wages must be verified.
- + Income limits may vary depending on unit and household size. All units require a Security Deposit equal to one month's rent. Household must meet occupancy standards (see below)
- + Applicants must not have demonstrated behaviors that would be inappropriate for residency at these apartments including but not limited to violence, drug use or sales, or other behaviors that would have a negative impact on other residents. Applicants with felony convictions less than seven (7) years old will not be considered. *We cannot rent to Sex Offenders or Arsonists.*
- + Applicant(s) cannot owe to a prior landlord, have any evictions or any civil judgments from prior landlord within 5 years.
- + Applicant(s) must be able to verify their current and previous rental history. The rental history must be in good standing and verifiable. Applicant must demonstrate ability to pay rent on time.
- + Applicant(s) credit must be in good standing (credit card & medical debt will not disqualify you).
- + Due to Tax Credit regulation applicant(s) cannot be a full time student unless you meet certain exemptions. 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.
- + **Occupancy Limit and Unit Size:** We have a mix of two and three bedroom apartments. Occupancy limit is: from 3 to 5 household members for a two bedroom and from 4 to 7 household members for a three bedroom apartment.
- + **Income maximums** depend on household size and unit. We have 30%, 40% and 50% units. Check with manager for current limits.
- + **Rent amount** determined by the Washington State Housing Finance Commission. Please inquire with the building manager for current rent rates. Water, sewer and garbage are included. Tenant pays for electricity, telephone and cable, etc. Security Deposit is equal to the first month's rent.



**APPLICANT(S) INFORMATION:** Please answer all questions and print clearly.

Applicant Name and date of birth:
Gross monthly income (before taxes):
Current phone number: _____ Current 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?
Which household member(s) earn farm worker wages?
Anyone in your household have felonies, evictions, drug and/or violent related criminal charges within the last seven years?

How many members in your household?
Names of household members and dates of birth:
Gross Incomes (before taxes):

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 if I have lived in Washington or Oregon. Any states not listed here require \$35 plus an additional fee (determined by MOCO Incorporated , call for quote) for hand-pulled records. The fee ranges from currently \$10-\$75 for the background check to be completed. ***This NON-Refundable fee must be paid only in the form of a money order / cashier's check, payable to CHS.***

_____	_____
<i>Applicant Signature</i>	<i>Date</i>
_____	_____
<i>Applicant Signature</i>	<i>Date</i>
_____	_____
<i>Applicant Signature</i>	<i>Date</i>
_____	_____
<i>Applicant Signature</i>	<i>Date</i>

*In order for this applications to be considered complete. All applicants must read and keep a copy of the attached "APPLICANT SCREENING CRITERIA" (PAGE 1)*

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