



## WHAT TO BRING WHEN YOU APPLY

Thank you for your interest in living in a Community Roots Housing building. For us to process your application, please bring the following items below to your application appointment.

	ISSUE	ITEM
	Employment	<b>Six</b> most recent paystubs for each job and fax number/email for HR or payroll
	Self-employment	Most recent signed tax return submitted to IRS or monthly profit and loss record
	Social security, SSI, WA State SSI	Current benefit award letter, dated within the last 120 days
	Child Support	Court Order/personal arrangement (no documentation necessary for DCS)
	Alimony/Spousal Support	Court Order/personal arrangement
	Public Assistance	No documents required
	Unemployment	Current benefit award letter
	Pension or VA benefits	Current benefit award letter
	Regular/Periodic Income (Gift)	Name and address for person providing income
	Other	Most recent earnings or benefit statement
	Checking	Most recent bank statement
	Savings	Most recent bank statement
	Money Market	Most recent statement
	Stocks/Bonds/CDs	Most recent statement
	Trust Funds	Most recent statement
	IRA/Keogh Account/401K	Most recent statement
	Annuity Asset	Most recent statement
	Real estate	Rental agreement with tax return (if applicable) and mortgage statement (if applicable)
	Life Insurance (Whole or Universal)	Organization and policy number/most recent statement



**In order for an application to be accepted you must bring verification of:**

- ☐ **For ALL household members:** Social Security numbers **OR** (driver's license with SSN, ID card issued by federal, State or local agency, a medical insurance provider, or an employer or trade union. Earnings statements on payroll stubs, W-2, Bank Statement, Form 1099, Benefit award letter, retirement benefit letter, Life Insurance policy or Court Records, **OR** an equivalent method of verifying income such as: Work Visa, Alien Registration Receipt Card, Green Card, Temporary Resident Card, ORS Individual Identification Number (ITIN), or Employment Authorization Card will be accepted
- ☐ **Everyone over the age of 18:** Current valid driver's license or government-issued picture ID
- ☐ **For MINOR Household members:** Birth Certificate **OR** (Passport, Baptismal Certificate, Military discharge papers, Census document showing age, naturalization Certificate, Social Security Administration Benefits printout showing age)

**OTHER ITEMS:**

- ☐ **\$20 screening fee** for each adult applicant. Money order or cashier's check. Price subject to change.
- ☐ **Rental subsidy packet and award letter** if applicable
- ☐ **For pets or service animals:**

Pet Documents	
<input type="checkbox"/>	Proof of Spay/Neuter

Service Animal Documents	
<input type="checkbox"/>	Reasonable Accommodation Request (completed at time of appointment)

**How you can expedite your application:**

- Provide the most current contact information for you and your household. Check your phone messages regularly. Provide alternate contact information (email, work number, etc.)
- If employed, make sure Community Roots Housing has the name, phone, and fax number of the payroll or Human Resources employee who completes the form.
- Contact your current/previous landlords, professional references, and employer to let them know they will be contacted and that your application will be waiting on their response.

**We may have to contact you to clarify income, rental or other information needed to complete your application. You will have 72 hours to respond and provide requested follow up documentation. Failure to respond and provide requested documents will result in the withdrawal of your application and the release of unit for new applicants.**

For questions, please call the Community Roots Housing leasing team at 206-895-1400 or email [leasinginfo@communityrootshousing.org](mailto:leasinginfo@communityrootshousing.org)

