



**HOUSING
OPPORTUNITIES**
— of SW Washington —

Housing Opportunities of SW WA – USDA-RD
820 11th Ave., Longview, WA 98632
Phone: (360) 423-0140 Fax: (360) 425-9930
Toll Free Fax: (888) 424-7145

Rural Development Waitlist Pre-Application General Information

Please take a few minutes to read our requirements for filling out and returning our pre-application package. Should you have any questions or concerns, please feel free to give us a call. All interested individuals have the right to complete and submit a pre-application.

To help make your pre-application a success, complete this pre-application in full, including all applicable contact information, and note the information below. We have included information about our policies regarding eligibility and our procedures for selecting tenants. If you would like more information, our Management Plans are available from management upon request.

Filling Out the Pre-Application

Please fully complete the waitlist pre-application to the best of your ability. Please do not leave any blank spaces. If you make a mistake, please cross-out and **do not** use white out. If a question does not apply to you, please write out the words "Not Applicable or N/A". Be sure to sign and date the pre-application.

If you need assistance in completing the pre-application package, we will be happy to help you. We provide reasonable accommodations for persons with disabilities in completing our pre-application documents or returning our pre-application to us for processing. We support the federal protections in the Violence Against Women Act (VAWA) during application and tenancy. Please let us know if you would like more information.

Once you have completed and signed our waitlist pre-application package, you may hand deliver or mail it to the main office located at 820 11th Ave. Longview, WA 98632, or you may fax to 888-424-7145. Please let us know if you need an accommodation.

Who is Eligible to Live at our Property?

The occupancy and income limits for these properties are posted at the property.

A background screening will be performed on all adult household applicants. We perform screening to determine such things as acceptable prior rental and criminal history, public records, and credit history. There are certain restrictions for households without income. If you are denied based on our screening criteria, you will be notified in writing and given the option to appeal the decision.



820 11th Ave. Longview, WA 98632 • (360) 423-0140 • Toll Free (866) 570-8840
Fax (360) 425-9930 • Toll Free Fax (888) 424-7145 • TDD (800) 833-6388 • www.hoswwa.org



The Waiting List

We will choose applicants off our waiting list in chronological order from the date and time and offer housing first to the very low-income households (at or below 50% median income). If no very low-income households qualify or accept the offered housing, we then offer units to the applicants on our list that are low-income (at or below 80% median income), and then to the moderate-income applicants (established by adding \$5,500 to the low-income limit for each household size).

You are also welcome to request any reasonable accommodations or modifications to the units, site property policies or procedures to accommodate a disability. Please indicate on your pre-application if you believe you qualify for an accommodation.

Important: If you are placed on our waiting list, it is critical that you update us with any changes in your household or contact information! Changes to your mailing address, phone number, household size, members or income are very important to tell us immediately in writing.

You will also need to contact us at least every 6 months to let us know that you are still interested in remaining on our waiting list. If you do not contact us, we may send you a letter (at your last known address) asking for your continued interest in remaining on our waiting list.

If we do not hear back from you, we may have to remove your name from our waiting list, so please keep us informed of changes!

This institution is an equal opportunity provider and employer. Housing Opportunities of SW WA welcomes qualified tenants without regard to race, color, national origin, creed, religion, sex, marital status, familial status, disability or due to ownership of a service animal. Housing Opportunities provides reasonable accommodations to persons with disabilities.





Connecting people to homes, hope and opportunity. *Jennifer Westerman, CEO*

Waitlist Pre-Application

for USDA Rural Development Subsidized Housing Complexes

Indicate which waiting list(s) you wish to apply for below. You may apply for more than one list. If you do not select at least one waiting list, your pre-application will be rejected.

<input type="checkbox"/>	Columbia View Apartments Kalama, WA 1-bedroom units for disabled or 62+ only	<input type="checkbox"/>	Riverview Apartments Castle Rock, WA 1- and 2-bedroom units for disabled or 62+ only
<input type="checkbox"/>	Hawthorne House Apartments Woodland, WA 1- and 2-bedroom units for disabled or 62+ only	<input type="checkbox"/>	Tulip Valley Apartments Woodland, WA 1-, 2- and 3-bedroom units for individuals and families

◆ **Head of Household, spouse or co-head is either 62 years and older and/or disabled.**

Does your household fit the above statement? Yes ☐ No ☐

Head of Household (please print clearly): _____

Current Mailing Address: _____

City, State: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

◆ What is your bedroom size preference? ☐ 1 ☐ 2 ☐ 3

Maximum Occupancy Standards: Two persons per bedroom.

List all household members who would live in the unit.

	Household Members	Relationship to Head of Household	Date of Birth	Gender M or F
HH		SELF		
2				
3				
4				
5				



Please list the source and amount of all current income received by all household members. Housing Opportunities verifies all household members income, including minor household members.

Monthly Gross Income	Source of Income Employment, Social Security, SSI, etc.
\$	
\$	
\$	

1. Do you understand that this property MUST be your primary place of residence and you cannot maintain another permanent residence or still lease another USDA Rural Development apartment at another location once a lease becomes effective at this property? Yes ☐ No ☐
 2. Are you, any household members, or live-in-aide subject to a State Lifetime sex offender registration in any state? Yes ☐ No ☐
 3. Do you or anyone in your household have a Letter of Priority Entitlement (LOPE) issued by the USDA Rural Development in accordance with 3560.660? Yes ☐ No ☐
 4. Do you or anyone named on this pre-application request the features of a wheelchair accessible or adapted unit, downstairs vs. upstairs apartment or site or policy accommodation modification based on a medical condition or disability? Yes ☐ No ☐
- ◆ If yes, what is your request? _____

Authorization/Consent

I/We do hereby authorize Housing Opportunities of SW WA and its staff or authorized representative to contact any agencies, law enforcement offices, companies, groups, or organizations to verify any information contained in this pre-application or to obtain and verify any additional information or materials which are deemed necessary to complete my/our pre-application for housing in programs administered by HOSWWA.

I/We understand and certify the following:

- I/We will not maintain a separate subsidized rental unit in another location and that this dwelling would be used as my/our primary residence.
- Eligibility for housing will be based on US Department of Agriculture Rural Development Multi-Family Housing income requirements and Housing Opportunities Management plan.
- All information in this pre-application is true to the best of my/our knowledge.
- False statements or information are punishable by law and will lead to cancellation of this pre-application or termination of tenancy after occupancy.
- I/We are responsible for maintaining current/accurate information.

This form is only a pre-application for placement on the waitlist for these communities and submission of this pre-application does not reserve an apartment or in any way guarantee residence in these communities.



This pre-application must be signed and dated. Reasonable accommodations will be provided to persons with disabilities requiring alternate methods of completing the pre-application.

Head of Household Signature _____ Date _____

Adult Household Member Signature _____ Date _____

Adult Household Member Signature _____ Date _____

Adult Household Member Signature _____ Date _____

.....

****Your Response to this section is VOLUNTARY Please check all that apply.****

In order to meet the USDA requirements to collect Race/National Origin/Gender Information:

The information regarding race, ethnicity, and sex designation solicited on this pre-application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant pre-applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your pre-application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

Ethnicity:

Hispanic or Latino ☐

Not Hispanic or Latino ☐

Race: (Mark all that apply)

American Indian/Alaskan native ☐

Asian ☐

Black or African American ☐

Native Hawaiian or Other Pacific Islander ☐

White ☐

Other _____ ☐

.....

FOR OFFICIAL USE ONLY:

Household Income Level:(Circle One) Very Low Income

Low Income

Moderate Income

Entered by:		Dated Entered:		Date Rec:	
Prospect #:		Rec By:		Time Rec:	

