

Application for Rental Assistance

Capitol Hill Housing has rental assistance available for residents experiencing an unexpected financial emergency such as medical expense, unexpected job loss, family emergency or other unplanned expenses. Residents may receive rental assistance once per year.

Housing Stability Workshops:

Solid Ground provides four two-hour classes focusing on budgeting, credit repair, financial goal setting, as well as tips on how to rent smart. Residents **must** attend the **Housing Stability Workshops** and **complete this form to be considered**. Residents who receive a certificate of completion for **attending all 4 workshops** will be considered for rental assistance. The workshops take place Tuesdays and Thursdays from 5-7pm at 12th Avenue Arts on the 2nd floor at 1620 12th Ave in Seattle, WA 98122. A schedule will be provided to you.

Instructions

1. Complete the reverse side of this form.
2. Return this form to your Site Manager or Resident Services Coordinator by the 10th of the month to be considered for assistance.
3. You will be contacted by a Resident Services Coordinator to schedule a resource meeting.
4. You will be enrolled in the Housing Stability Workshops.

Applicant Eligibility for Rental Assistance - Please read carefully -

- Your application must be submitted to your Site Manager or Resident Services Coordinator (RSC) by the **10th day of the month** to be considered. If you don't know who your Resident Services Coordinator is email residentservices@capitolhillhousing.org or call 206-556-3335
- Once your application is received, you will be contacted by a Resident Services Coordinator for a services referral meeting. This is a one-on-one meeting where you and the RSC will discuss resources and services that could support your household. ***This meeting is required to be considered for assistance.**
- Applicants are required to register for the four-part Housing Stability Workshop provided by Solid Ground. These workshops focus on budgeting, credit repair, and renter education. Applicants that attend all four workshops will receive a certificate of completion. ***Certificate of Completion is required to be considered for assistance.**
- **Assistance is limited and not all eligible applicants will receive assistance.** We cannot guarantee all applicants will receive funds.
- Rental Assistance up to \$500 will be provided. Households with a high balance will be connected to outside rental assistance resources.
- **Residents must have a balance owed to qualify for funds.** Rental assistance is not awarded for future financial hardships.
- Residents are eligible to receive financial assistance **once per calendar year**. Tenant history is reviewed by the Rental Assistance Committee and all residents in good standing are eligible for assistance.

If you need any assistance completing this form, please contact Resident Services at (206) 556-3335 or residentservices@capitolhillhousing.org

- There is no appeal process if you are denied assistance. Residents are welcome to re-apply. **Residents who have attended all 4 workshops only need to submit a new application.**
- Late applications will be registered for the following month.
- Residents who attend all 4 workshops will receive a one-time late fee waiver
- Funding is extremely limited, and completion of this form **does not** guarantee assistance will be provided

Please briefly describe why you need rental assistance and what steps you are taking to ensure you will be able to pay rent in the following months. You may attach additional pages if needed.

Name **Building and Unit #**

Signature:

By signing this form, you give permission to Resident Services Staff to share with your Site Manager that you are enrolled in the Housing Stability workshop Series and have applied for Rental Assistance.

To be filled out by Resident Services Staff

Resident Services Coordinator	
Date of Service Referral Meeting	
Registered for Housing Stability Workshop	
Completed Housing Stability Workshop	
Certificate of Completion Copy on File	