



**Peninsula Housing  
Authority**

*Serving Clallam and Jefferson Counties*

**Location:**

2603 S. Francis Street  
Port Angeles, WA 98362

Phone 360-452-7631

Fax 360-457-7001

TDD 7-1-1

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Our mission is to enhance our communities by creating and sustaining affordable and healthy living environments that foster stability for people with low incomes.

**Pre-Application  
for Housing  
Assistance**



[www.peninsulapha.org](http://www.peninsulapha.org)



We are committed to making our materials, services and programs accessible to people with disabilities. If you have a disability and need help to complete the application process or lease a unit, please request an accommodation. We will try to help you in any way we can.



**Peninsula Housing Authority  
Pre-Application for  
Housing Assistance**

Please complete and return to: Peninsula Housing Authority  
2603 S. Francis Street  
Port Angeles, WA 98362

This form must be filled out in English. Print neatly in ink. All fields are required. Read the instructions on the facing page before completing each item.

<p><b>ENTER YOUR SOCIAL SECURITY NUMBER</b></p> <p>_____ - _____ - _____</p> <p><b>BIRTH DATE (mm/dd/yy)</b> _____</p> <p><b>STUDENT?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(____) _____</p> <p><b>AREA CODE TELEPHONE NUMBER</b></p>	<p><b>2. Name and address of head of household</b></p> <hr/> <p>Last Name                      First name                      Middle Initial</p> <hr/> <p>Mailing address                      Apartment number                      City                      State                      Zip</p> <hr/> <p>Address where you are currently living (if different from mailing address above)</p>
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<p><b>3. Sex</b></p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p>	<p><b>4. Ethnicity</b></p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> Non-Hispanic</p>	<p><b>5. Race</b> <input type="checkbox"/> Black <input type="checkbox"/> Native American</p> <p><input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Alaska Native</p> <p><input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other:</p>	<p><b>6a. What language/dialect do you speak at home</b></p> <p>_____</p> <p><b>6b. Do you need an interpreter?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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**7. Disability.** It is not necessary to give us details about your disability unless you are requesting an accommodation.

<p><b>7a. Do you claim a disability?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>7b. Do you need an accommodation to help you complete the application process?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>7c. Do you need an accommodation in house features as a result of your disability?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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**7d. If yes to 7b or 7c, what accommodation do you request (see instructions on facing page for more information). You may attach additional sheets to explain.**

**8. Current living situation.** The *Application Guide* explains how your living situation determines your waiting list preference, if any. Check all that apply.

<p><input type="checkbox"/> Involuntarily displaced by either government action or natural disaster and whose residence has been deemed uninhabitable by the Red Cross, or other government agency.</p> <p><input type="checkbox"/> Terminally Ill (must be diagnosed by a physician)</p>	<p><input type="checkbox"/> Homeless</p> <p><input type="checkbox"/> Head, spouse, co-head, is employed at least 20 hours per week and/or attending school on a full-time basis. Families where the head, spouse or sole member is a person age 62 or older, or is a person with disabilities will also be given the benefit of this preference.</p>
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<p><b>9a. Value of family assets</b></p> <p>Assets include bank accounts, investments and real estate.</p> <p>\$ _____</p>	<p><b>9b. Total monthly income</b></p> <p>Include income from all family members. You may estimate. \$ _____</p>	<p><b>9c. Income source(s)</b> Check all that apply.</p> <p><input type="checkbox"/> Wages <input type="checkbox"/> Child Support <input type="checkbox"/> SS</p> <p><input type="checkbox"/> L&amp;I <input type="checkbox"/> Unemployment <input type="checkbox"/> Interest/annuity income</p> <p><input type="checkbox"/> SSI <input type="checkbox"/> Pension <input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Someone pays my bills/gives me money: \$ _____ (list how much)</p>
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**10. Housing /locations programs available.** See the *Application Guide* for more information on program eligibility requirements for each program/location, unit type and size. **You may choose any/all properties that apply to you**

<p><b>10a. Port Angeles Locations</b></p> <p><input type="checkbox"/> Wildwood (1 &amp; 2 bedroom)</p> <p><input type="checkbox"/> Manor/Villa/Terrace (1&amp;2 bedroom elderly/disabled)</p> <p><input type="checkbox"/> Mt. Angeles View (1, 2, 3 &amp; 4 bedroom)</p> <p><input type="checkbox"/> Lee Plaza (studio &amp; 1 bedroom)</p> <p><input type="checkbox"/> Eklund Heights (1 &amp; 2 bedroom)</p>	<p><b>10b. Forks Locations</b></p> <p><input type="checkbox"/> Homestead Apartments (2 &amp; 3 Bedroom)</p> <p><input type="checkbox"/> Burke Place (1&amp;2 Bedroom chronically mentally ill only)</p> <p><input type="checkbox"/> Peninsula Apartments (1 &amp; 2 bedroom)</p> <p><input type="checkbox"/> Catherine of Sienna Village (1, 2 &amp; 3 bedroom)</p>	<p><b>10c. Sequim Location</b></p> <p><input type="checkbox"/> Sunbelt (studio, &amp; 2 bed) Waitlist closed until further notice.</p>
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**11. List others who will live with you.** Include unborn children and live-in aides. For Ethnicity and Race, use the categories in questions 4 and 5.

#	Relation	Last name	First name & middle initial	Ethnicity	Race	Sex M/F	Social Security Number	Birth Date mm/dd/yy	Disability (Y/N)	Student (Y/N)
1										
2										
3										
4										
5										

If you have more than five household members, please check here  and list them on a separate piece of paper.

**12. Certification of applicant:** I hereby certify that the information I have provided in this pre-application is true and accurate, I understand that if I do not provide all of the information requested, or if I make inappropriate property selections, my name may not be added to the waiting list. I understand that my having provided any false information will result in my application being canceled or denied or in the termination of my housing assistance. I understand that at the time I rise to the top of the waiting list, I will be required to verify the information I have provided here. I accept responsibility for keeping the Peninsula Housing Authority informed of my current address, and I understand that my application may be cancelled if I fail to do so.

<p>X _____</p> <p>Signature of head of household                      Date</p>	<p>X _____</p> <p>Signature of spouse or co-head of household                      Date</p>
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PHA Office Use Only    Date Received \_\_\_\_\_    Time Received \_\_\_\_\_    First Name \_\_\_\_\_    Last Name \_\_\_\_\_

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact: (Check all that apply)</b>	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

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**Signature of Applicant**

**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing (PIH)



## *What You Should Know About EIV*

### **A Guide for Applicants & Tenants of Public Housing & Section 8 Programs**

#### **What is EIV?**

The Enterprise Income Verification (EIV) system is a web-based computer system that contains employment and income information of individuals who participate in HUD rental assistance programs. All Public Housing Agencies (PHAs) are required to use HUD's EIV system.

#### **What information is in EIV and where does it come from?**

HUD obtains information about you from your local PHA, the Social Security Administration (SSA), and U.S. Department of Health and Human Services (HHS).

HHS provides HUD with wage and employment information as reported by employers; and unemployment compensation information as reported by the State Workforce Agency (SWA).

SSA provides HUD with death, Social Security (SS) and Supplemental Security Income (SSI) information.

#### **What is the EIV information used for?**

Primarily, the information is used by PHAs (and management agents hired by PHAs) for the following purposes to:

1. Confirm your name, date of birth (DOB), and Social Security Number (SSN) with SSA.
2. Verify your reported income sources and amounts.
3. Confirm your participation in only one HUD rental assistance program.
4. Confirm if you owe an outstanding debt to any PHA.
5. Confirm any negative status if you moved out of a subsidized unit (in the past) under the Public Housing or Section 8 program.
6. Follow up with you, other adult household members, or your listed emergency contact regarding deceased household members.

EIV will alert your PHA if you or anyone in your household has used a false SSN, failed to report complete and accurate income information, or is receiving rental assistance at another address. **Remember, you may receive rental assistance at only one home!**

EIV will also alert PHAs if you owe an outstanding debt to any PHA (in any state or U.S. territory) and any negative status when you voluntarily or involuntarily moved out of a subsidized unit under the Public Housing or Section 8 program. This information is used to determine your eligibility for rental assistance at the time of application.

The information in EIV is also used by HUD, HUD's Office of Inspector General (OIG), and auditors to ensure that your family and PHAs comply with HUD rules.

Overall, the purpose of EIV is to identify and prevent fraud within HUD rental assistance programs, so that limited taxpayer's dollars can assist as many eligible families as possible. EIV will help to improve the integrity of HUD rental assistance programs.

#### **Is my consent required in order for information to be obtained about me?**

Yes, your consent is required in order for HUD or the PHA to obtain information about you. By law, you are required to sign one or more consent forms. When you sign a form HUD-9886 (*Federal Privacy Act Notice and Authorization for Release of Information*) or a PHA consent form (which meets HUD standards), you are giving HUD and the PHA your consent for them to obtain information about you for the purpose of determining your eligibility and amount of rental assistance. The information collected about you will be used only to determine your eligibility for the program, unless you consent in writing to authorize additional uses of the information by the PHA.

***Note:*** *If you or any of your adult household members refuse to sign a consent form, your request for initial or continued rental assistance may be denied. You may also be terminated from the HUD rental assistance program.*

#### **What are my responsibilities?**

As a tenant (participant) of a HUD rental assistance program, you and each adult household member must disclose complete and accurate information to the PHA, including full name, SSN, and DOB; income information; and certify that your reported household composition (household members), income, and expense information is true to the best of your knowledge.

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Remember, you must notify your PHA if a household member dies or moves out. You must also obtain the PHA's approval to allow additional family members or friends to move in your home prior to them moving in.

**What are the penalties for providing false information?**

Knowingly providing false, inaccurate, or incomplete information is **FRAUD** and a **CRIME**.

If you commit fraud, you and your family may be subject to any of the following penalties:

1. Eviction
2. Termination of assistance
3. Repayment of rent that you should have paid had you reported your income correctly
4. Prohibited from receiving future rental assistance for a period of up to 10 years
5. Prosecution by the local, state, or Federal prosecutor, which may result in you being fined up to \$10,000 and/or serving time in jail.

**Protect yourself by following HUD reporting requirements.** When completing applications and reexaminations, you must include all sources of income you or any member of your household receives.

If you have any questions on whether money received should be counted as income or how your rent is determined, **ask your PHA**. When changes occur in your household income, **contact your PHA immediately** to determine if this will affect your rental assistance.

**What do I do if the EIV information is incorrect?**

Sometimes the source of EIV information may make an error when submitting or reporting information about you. If you do not agree with the EIV information, let your PHA know.

If necessary, your PHA will contact the source of the information directly to verify disputed income information. Below are the procedures you and the PHA should follow regarding incorrect EIV information.

**Debts owed to PHAs and termination information** reported in EIV originates from the PHA who provided you assistance in the past. If you dispute this information, contact your former PHA directly in writing to dispute this information and provide any documentation that supports your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV.

**Employment and wage information** reported in EIV originates from the employer. If you dispute this information, contact the employer in writing to dispute and request correction of the disputed employment and/or wage information. Provide your PHA with a copy of the letter that you sent to the employer. If you are unable to get the employer to correct the information, you should contact the SWA for assistance.

**Unemployment benefit information** reported in EIV originates from the SWA. If you dispute this information, contact the SWA in writing to dispute and request correction of the disputed unemployment benefit information. Provide your PHA with a copy of the letter that you sent to the SWA.

**Death, SS and SSI benefit information** reported in EIV originates from the SSA. If you dispute this information, contact the SSA at (800) 772-1213, or visit their website at: [www.socialsecurity.gov](http://www.socialsecurity.gov). You may need to visit your local SSA office to have disputed death information corrected.

**Additional Verification.** The PHA, with your consent, may submit a third party verification form to the provider (or reporter) of your income for completion and submission to the PHA.

You may also provide the PHA with third party documents (i.e. pay stubs, benefit award letters, bank statements, etc.) which you may have in your possession.

**Identity Theft.** Unknown EIV information to you can be a sign of identity theft. Sometimes someone else may use your SSN, either on purpose or by accident. So, if you suspect someone is using your SSN, you should check your Social Security records to ensure your income is calculated correctly (call SSA at (800) 772-1213); file an identity theft complaint with your local police department or the Federal Trade Commission (call FTC at (877) 438-4338, or you may visit their website at: <http://www.ftc.gov>). Provide your PHA with a copy of your identity theft complaint.

**Where can I obtain more information on EIV and the income verification process?**

Your PHA can provide you with additional information on EIV and the income verification process. You may also read more about EIV and the income verification process on HUD's Public and Indian Housing EIV web pages at: <http://www.hud.com/offices/pih/programs/ehiv/div.cfm>

**The information in this Guide pertains to applicants and participants (tenants) of the following HUD-PIH rental assistance programs:**

1. Public Housing (24 CFR 960); and
2. Section 8 Housing Choice Voucher (HCV), (24 CFR 982); and
3. Section 8 Moderate Rehabilitation (24 CFR 882); and
4. Project-Based Voucher (24 CFR 983)

**My signature below is confirmation that I have received this Guide.**

Signature

Date

**IMPORTANT! You must fully complete your pre-application to have your name added to the waiting list.** Follow these instructions and consult the Application Guide to learn how to choose properties and programs. You must provide all of the information requested and you **MUST** include a mailing address. We will not notify you if we cannot add your name to the waiting list as a result of missing information or inappropriate property selections. To help ensure that your name can be added to the waiting list, come to our office and let us help you, or call us at 360-452-7631 for assistance. Call us again if you do not receive a confirmation letter within six weeks.

**1. Personal information (head of household)\*** Applicants must identify a single head of household for each application. Provide the social security number of the head of household for your family. Enter your birth date and indicate if you are a student. \*See Privacy Act Notice below.

**2. Name and address (head of household)**

We must have a current mailing address to contact you at all times. If we are unable to contact you by mail, you will be removed from the waiting list.

**3. Sex (head of household)**

Indicate the head of household's sex.

**4. Ethnicity (head of household)**

The housing authority collects statistical data on ethnicity and race in accordance with federal regulations. People of various races may also be of Hispanic ethnicity. Please indicate if you are Hispanic.

**5. Race (head of household)**

For statistical purposes only. The choices listed are the same as the federal government's statistical categories.

**6. Primary language (head of household)**

Please write in the name of the language or dialect you speak at home, and let us know if you will need an interpreter to conduct business with us.

**7. Disability (head of household)**

**7a. Are you disabled?** Check "yes" or "No." (You are not obligated to provide information about your disability unless you want an accommodation.)

**7b. Tell us if you need an accommodation as a result of your disability,** to help you complete your application or to help you conduct business with us before you are housed.

**7c. Tell us if you need any special features in your housing unit to accommodate your disability.**

**7d. Describe the assistance you need.**

The Admissions Office has more information available to help you request a reasonable accommodation, including copies of our Reasonable Accommodation Policy and our Request for Reasonable Accommodation form (PHA-122), which you can submit along with your Pre-application for housing assistance. You can obtain these documents at our office or we will mail them to you. For more information about Peninsula Housing Authority's Reasonable Accommodation Policy, contact PHA's Section 504/ADA Coordinator at 360-452-7631 or (TDD/TTY) 7-1-1.

**\*PRIVACY ACT NOTICE.** Authority: The Department of House and Urban Development (HUD) is authorized to collect information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. Seq.) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d), and the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the social Security Number of each household member who is 6 years or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedrooms size, and the amount your family will pay towards rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate federal, state, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the Peninsula Housing Authority, including all Social Security Numbers you and all other members age 6 and older have and use. Giving the Social Security Numbers of all households members 6 years of age and older is mandatory and not providing the Social Security Numbers will affect your eligibility. Failure to provide any requested information may result in a delay or rejection of your eligibility approval.

**8. Current Living Situation (waiting list preferences)**

**Public Housing ONLY**

Peninsula Housing Authority is permitted to establish local preferences for admission to Public Housing (Mt. Angeles View, Manor, Villa, Terrace), at its discretion.

The PHA will use the following local preferences:

1. Applicants who are involuntarily displaced by either government action or natural disaster and/or whose residence has been deemed uninhabitable by the American Red Cross or government agency will be given a preference for admission.
2. Applicants, where the head, spouse, co-head, or sole member is employed at least 20 hours per week and/or attending school on a full-time basis. As required by HUD, families where the head, spouse or sole member is a person age 62 or older, or is a person with disabilities will also be given the benefit of this preference.

Based on the above preferences, all families in preference 1 will be offered housing before any families in preference 2.

**Catherine of Sienna ONLY**

75% of the units are designated for Homeless Households - The applicant lacks a regular or adequate nighttime residence; or is staying in a shelter, institution, or temporary housing; or lives with another family which does not have sufficient beds for everyone; or is at risk of losing their housing; or has had their housing declared substandard.

**Burke, Homestead and Sunbelt ONLY**

If the head-of-household, spouse or co-head or sole member is a person with disabilities. Burke is a HUD 811 project specifically for those diagnosed with a chronic mental illness.

**9. Assets and Income**

Write in the approximate amount of the family's gross income (not net) assets and monthly income. *Include all sources for all family members.* Check all boxes that correspond to income available to your family.

**10. Housing locations and programs available**

**10a. Port Angeles Locations**

Wildwood Terrace - 934 W. Lauridsen Blvd.

Mt. Angeles View - Francis & E. Lauridsen Blvd.

Lee Plaza - 112 W. First Street

Manor/Villa/Terrace - 323 E. 2<sup>nd</sup> Street, 401 E. 5<sup>th</sup> Street, 114 E. 6<sup>th</sup> Street.

Eklund Heights -

**10b. Forks Locations**

Homestead Apartments - 289 Founders Way

Burke Place Apartments - 287 Founders Way

Peninsula Apartments - 210 Fir Avenue

Catherine of Sienna Village - 351 Founders Way

**10c. Sequim Location**

Sunbelt Apartments - 505 S. 5<sup>th</sup> Avenue

**11. List others who will live with you**

List everyone who will be living with you, including aides and unborn children. Do not include yourself. If you have more than five people in your family, check the box provided and list additional members on a separate sheet of paper. Depending on the program you apply for, your housing assistance may be reduced or denied if any family members do not have eligible immigration status.

**12. Certification of applicant**

Please read this statement very carefully. By signing it, you agree to its terms. You must sign the form and date it where indicated.



# Checking In!

## ***You must check in once a month to stay on the waiting list***

After you receive confirmation that your name has been added to the waiting list, you must check in once every month or your application may be canceled.

**Check in by calling (360) 452-7631, ext. \*810 and leaving a message. Your message will be used to update your application.**

## **OTHER HOUSING RESOURCES IN THE AREA**

Most housing programs operated by the Peninsula Housing Authority have long waiting lists and we cannot serve you immediately. Fortunately, there are other organizations in the area that operate shelters, emergency housing, transitional housing programs, traditional federally subsidized housing programs, and other types of affordable, permanent housing.

### **OTHER LOW INCOME RENTALS**

<i>Port Angeles</i>	<i>Sequim</i>	<i>Forks/Clallam Bay</i>
Evergreen Court Apartments (360) 452-6996	Mt. View Court Apartments (360) 683-6632	Oxbow Apartments (360) 374-2650
Fairchild Heights Apartments (360) 457-6212	Suncrest I and II (360) 683-5044	Clallam Bay Apt. (360) 963-3131
Highland Commons I & II (360) 457-6827	Suncrest Village Retirement Apt. (360) 683-5044	Makah Housing Authority (360) 645-2864
Hilltop Ridge apartments (360) 457-5322	Vintage @ Sequim (360) 681-4018	Quillayute Housing Authority (360) 374-9719
Pine Road Village (360) 452-9743	Elk Creek (360) 681-4018	
Lower Elwha Housing Authority (360) 457-5116		

### **EMERGENCY HOUSING, TRANSITIONAL HOUSING, AND SHELTERS**

Community Information Line 2-1-1	Provides a wide range of information about community resources from a database of more than 9,000 service providers.
West End Housing Resource Center (360) 374-2558	Single point of access for emergency housing, transitional housing, shelters and other affordable permanent housing resources
Sequim Housing Resource Center (360) 477-4918	Single point of access for emergency housing, transitional housing, shelters and other affordable permanent housing resources.
Port Angeles Housing Resource Center (360) 565-5041	Single point of access for emergency housing, transitional housing, shelters and other affordable permanent housing resources.
Senior Information & Assistance (360) 452-3221 (360) 374-9496 (Forks)	Provides a wide range of information for people over the age of 60 using a database of more than 4,000 service providers. Also provides advocacy and follow-up for callers who have difficulty accessing services.
24-Hour Crisis Line 1-866-427-4747	Provides immediate help to people in emotional crisis, and referrals to agencies that provide additional help.



Peninsula Housing Authority

# Application Guide

Everything you need to know to complete your Pre-application



*Housing staff at the Peninsula Housing Authority can help you fill out your Pre-application. Please tell us if you need an interpreter or if you need assistance because you have a disability. You can telephone our Housing staff at (360) 452-7631, ext. \*810 or send an e-mail to them at [info@peninsulapha.org](mailto:info@peninsulapha.org).*

THE MISSION of the Peninsula Housing Authority is to enhance our communities by creating and sustaining affordable and healthy living environments that foster stability for people with low incomes.

## Peninsula Housing Authority is Smoke-Free



Smoking is not permitted in individual apartments, homes or in the common spaces of any Peninsula Housing Authority community or facility.

*Peninsula Housing Authority will provide reasonable accommodations to people with disabilities so that they can participate in Peninsula Housing Authority programs.*

## Applying for housing assistance

We take applications for affordable housing units owned or managed by the Housing Authority at our central office located in Port Angeles. In addition, we offer a variety of rental assistance programs. A list of programs that are open for application is posted on the Housing Authority website or you can check with customer service.

## Address

2603 S. Francis Street  
Port Angeles, WA 98362  
**Hours:** M-Th 9 am - 4 pm  
Friday 9 am - 12pm

## Customer Service

Phone (360) 452-7631  
Fax (360) 457-7001  
TDD 7-1-1  
website: [peninsulapha.org](http://peninsulapha.org)

## Our housing programs

### Low-Income Public Housing (LIPH)

Public Housing units are located throughout Port Angeles. Most Public Housing residents pay 30 percent of their monthly adjusted income for rent and utilities. Residents are allowed to have small pets with a pet deposit. You can choose properties from the property list on page 2. One through four bedroom units are available.

### Rural Development (RD)

Rural Development units are located in Port Angeles and Forks. Most Rural Development residents pay 30 percent of their monthly income for rent and utilities. Residents are not allowed to have pets; however service animals are permitted to reasonably accommodate a disability. Both one- and two-bedroom units are available.

### HUD Section 811

Section 811 units are located in Forks and are restricted to persons with disabilities. Most 811 Residents pay 30 percent of their monthly income for rent and utilities. Residents are not allowed to have pets; however, service animals are permitted to reasonably accommodate a disability. Both one- and two-bedroom units are available.

## Tax Credit Properties

Tax credit units are located in Port Angeles and Forks. Tax credit rents are generally set by the Washington State Housing Finance Commission and are a flat rate based on the area income limits. Residents are not allowed to have pets; however, service animals are permitted to reasonably accommodate a disability. Studio through 3-bedroom units are available, depending on the property. Full-time students are generally NOT eligible to live in tax credit properties.

## Other affordable housing

Peninsula Housing Authority offers a variety of affordable housing options through the county. Income levels and rents vary for each property. Units vary from studios to 3 bedrooms, depending on the property. Please refer to the page 3 of the Application Guide for more specific information.

## Housing Choice Voucher Program

The purpose of the HCV Program is to provide rental assistance to eligible households. Participants pay 30 percent of their monthly income for rent and utilities. **The HCV Program waiting list is generally closed.** The PHA advertises in local media when it plans to open the waiting list and take applications. If you are terminally ill, you may qualify to apply even if the waiting list is closed. Please check with our customer service office for more information.

# How to apply for Peninsula Housing Authority affordable housing units

## 1. Begin with the Pre-application

Complete the pre-application for housing assistance form and return it in person, by mail or by fax.

## 2. Waiting lists for housing

After you submit your Pre-application, we will add your name to the waiting list of the properties you have chosen. Every property has a separate waiting list that varies in length. Usually the waiting lists are no shorter than six months, and most are longer. The estimated waiting time for each property is updated regularly, and staff can give you current information about these waiting times.

### Criminal history

Your application can be denied if you have a history of participating in certain criminal activity. For all programs but the Housing Choice Voucher program (Section 8), you can be denied if you've committed the offenses listed below within the time intervals listed. (Time intervals *do not* include time incarcerated.) Other offenses not listed may also cause your application to be denied. *For information about reasons why Housing Choice (Section 8) vouchers may be denied, see our website, [www.peninsulapha.org](http://www.peninsulapha.org).*

### Automatic denial offenses – all programs but Housing Choice Voucher

- Public housing eviction for illegal drug activity within 5 years
- Current use of illegal drugs
- Methamphetamine production
- Sex offenses requiring sex offender registration
- A record indicating a pattern of alcohol abuse
- Misdemeanor drug crimes within 2 years
- Felony drug crimes within 5 years
- Sexual assault within 10 years
- Felony assault within 5 years
- Misdemeanor assault within 2 years
- Four or more assaults of any kind within 10 years
- Arson within 10 years
- Homicide within 20 years
- Burglary within 2 years
- Robbery within 5 years
- Armed robbery within 10 years
- Kidnapping within 7 years
- Prostitution within 2 years
- Domestic abuse within 5 years
- Any other felony convictions within 3 years
- Any crimes that indicate habitual criminal behavior

## 3. Checking In

After your name has been added to the waiting list you must check in once a month to keep your place on the waiting list. Complete information about how to check in will be included with your waiting list confirmation letter.

## 4. Waiting list preference

For Public Housing, Catherine of Sienna Village, Homestead and Sunbelt Apartments, we give preference to some people on the waiting list, and applicants with preference are considered first. To have a preference you must meet the preference definitions outlined below at the time of your Pre-application. This information will be verified when your name is at the top of the waiting list.

### Public Housing ONLY

Peninsula Housing Authority is permitted to establish local preferences for admission to Public Housing. The PHA will use the following local preferences for admission to public housing:

1. Applicants who are involuntarily displaced by either government action or natural disaster and/or whose residence has been deemed uninhabitable by the American Red Cross or government agency.
2. Applicants, where the head, spouse, co-head, or sole member is employed at least 20 hours per week and/or attending school on a full-time basis. As required by HUD, families where the head, spouse, or sole member is a person age 62 or older, or is a person with disabilities will also be given the benefit of this preference. Based on the above preferences, all families in preference 1 will be offered housing before any families in preference 2.

### Catherine of Sienna ONLY

75% of the units are designated for Homeless Households - The applicant lacks a regular or adequate nighttime residence; or is staying in a shelter, institution, or temporary housing; or lives with another family which does not have sufficient beds for everyone; or is at risk of losing their housing; or has had their housing declared substandard.

### Homestead and Sunbelt ONLY

If the head-of-household, spouse or co-head or sole member is a person with disabilities.

## 5. Full application and interview

When we reach your name on the waiting list, we will mail you an application packet and ask you to submit a full application. If you complete and return the application, we will schedule you to come in for an interview.

## 6. Approval or denial

If your application is approved, we will place your name on another waiting list for the next available unit. If your application is denied, we will give you the opportunity to appeal.

## 7. Important! You must complete the pre-application to have your name added to the waiting list

Follow the instructions attached to the pre-application form and consult this Application Guide to learn how to choose properties and programs. You must provide all of the information requested and you **MUST** include a mailing address. We will not notify you if we cannot add your name to the waiting list as a result of missing information or inappropriate property selections.

To help ensure that your name can be added to the waiting list, come to our office and let us help you, or call us at 360-452-7631 for assistance. Call us again if you do not receive a confirmation letter within six weeks.

## Qualifying for Assistance

Each of our housing programs has a specific income limit. Compare your income to this chart, or call us for more information. We will ask you for personal information necessary to verify your income and assets.

## Immigration Status - Public Housing & Housing Choice Voucher Programs

You do not need to be a US citizen to apply for housing, but every member of your family must either be a U.S. citizen or have eligible immigration status to receive a full housing subsidy.

## Suitability for PHA-Owned/Managed Units

Like most landlords, we screen rental applicants. To be considered suitable, you must be able to pay rent when due, take care of the property, and live peacefully with your neighbors. We investigate housing history, credit history, and criminal history to help determine if you are suitable for residence. The PHA does not screen for suitability for its Rental Assistance programs; however, criminal history is considered for eligibility purposes.

## Elderly and disability status

You do not need to be either elderly or disabled to live in low-income housing, but the head of household must be at least 18 years old. In our senior/disabled public housing program, the head of household, spouse or co-head must be 62 years or older, or if under 62, disabled.

## Frequently asked questions

### Can you help me apply for housing?

Yes. Let us know if you need help with paperwork or language, or if you need help understanding our housing services and requirements. We will try to help you any way we can.

### What if I need accessible features in my housing?

When you complete your pre-application, tell us if you need accessible features in your housing to help you with your disability.

### How do I submit my application?

Submit your pre-application in person, mail it, or fax it. After we add your name to the waiting list we will send you a confirmation letter. We will reject your pre-application if it is incomplete or illegible.

## ANNUAL INCOME LIMITS FOR PENINSULA HOUSING PROGRAMS IN CLALLAM COUNTY

Number in Household	Public Housing (80% median)	Lee Plaza 2013 HERA Limits*	Homestead, Sunbelt, Burke Wildwood Peninsula 50% of median*	Catherine of Sienna 60% of median*
1	\$34,900	\$20,500	\$20,850	\$25,020
2	\$39,900	\$23,400	\$23,800	\$28,560
3	\$44,900	\$26,350	\$26,800	\$32,160
4	\$49,850	\$29,250	\$29,750	\$35,700
5	\$53,850	\$31,600	\$32,150	\$38,580
6	\$57,850	\$33,950	\$34,550	\$41,460
7	\$61,850	\$36,300	\$36,900	\$44,280
8	\$65,850	\$38,650	\$39,300	\$47,160

\*Varies depending on specific unit, maximum listed, some units have lower income restrictions.

### What else do I have to do to keep my place on the waiting list?

You must check in every month on the PHA's waiting list message line (360-452-7631, ext. 10) or your application will be cancelled. After your name has been added to the waiting list we will send complete information about how to do this along with your confirmation letter. If we send you any mail to request information or to schedule an appointment, you must respond by the deadline given or your application will be cancelled. If the Postal Service returns your mail to us undelivered your application will be cancelled.

### How long does it take to get housing?

All of our housing programs have lengthy waiting lists of at least six months. Many are longer. We will give you an estimate of how long this may take in your confirmation letter.

### After I sign up, can I change waiting lists later?

Yes, but you will be given a new application date.

PROPERTY	NUMBER OF BEDROOMS					STUDENTS RESTRICTED?	ACCESSIBLE?	SENIOR AND/OR DISABLED?	Comment	Location	Address
	0	1	2	3	4						
Burke Place Apartments		11	3						Single story 4-plexes	Forks	287 Founders Way
Catherine of Siena Village		15	10	5					Two-story apartments & townhouses	Forks	351 Founders Way
Lee Plaza	18	30							4-story 48-unit apartment building	Port Angeles	112 W. First Street
Homestead			15	1					Single Family Homes	Forks	289 Founders Way
Mt. Angeles View Family Public Housing*		6	37	42	8				houses, duplexes & triplexes	Port Angeles	Lauridsen & Francis
Sr/Disabled Public Housing (one combined waiting list)	Manor	3	67						Four-story 70-unit apartment bldg.	Port Angeles	323 E. Second Street
	Terrace		54	6					Three-story 60 unit apartment bldg.	Port Angeles	114 E. Sixth Street
	Villa		40						Two-story 40 unit apartment bldg.	Port Angeles	401 E. Fifth Street
Peninsula Apartments		12	24						8-plex apartment buildings	Forks	210 Fir Avenue
Sunbelt Apartments	15	1	1						16-unit apt. bldg/single family home	Sequim	505 S. Fifth Avenue
Wildwood Terrace*		16	40						8-plex apartment buildings	Port Angeles	934 W. Lauridsen Blvd.

How Many Bedrooms?		
PENINSULA HOUSING AUTHORITY GENERAL OCCUPANCY STANDARDS		
BEDROOM SIZE	MINIMUM # OF PERSONS	MAXIMUM NUMBER OF PERSONS
1	1	2
2	2	5
3	3	6
4	4	8

The PHA will consider granting exceptions to occupancy standards at the family's request if it is determined the exception is justified by the relationship, age, sex, health or disability of a family member, or other personal circumstances.

## CALL 452-7631 FOR MORE INFORMATION

- You must be at least 62 or a disabled adult (18+) to apply for these units
  - Households with full-time students may not be eligible to live in properties with student restrictions. If you have adult (18+) students in your family, please consult with staff before choosing these properties.
  - Some units at properties marked with this symbol are designed to Uniform Federal Accessibility Standards (UFAS), with full roll-in accessibility and lowered counters. Other units marked with this symbol have ramped entrances and/or elevators, and may also be suitable for wheelchair occupancy, depending on individual need.
- \*These sites have some units with accessible features, but the surrounding terrain may be difficult.

## AFFORDABLE HOUSING IN CLALLAM / JEFFERSON COUNTY

FACILITY	ADDRESS	PHONE #	SIZE	RENT RANGE
Clallam Bay Apt	140 Weel Road, Clallam Bay, 98326	963-3131	1, 2 & 3 bdr	\$505, \$555, \$605 or 30%
* Homestead	289 Founders Way, Forks 98331	374-5604	2 & 3 bdr	30%
* Peninsula	210 Fir Avenue, Forks 98331	374-5604	1 & 2 bdr	30%
Oxbow Apt	821 East Division Street, Forks 98331	374-2650	1, 2 & 3 bdr	30%
* Burke Place	287 Founders Way, Forks 98331	374-5604	1 & 2 bdr	30%
Evergreen Court	2202 West 16 <sup>th</sup> St, Port Angeles 98363	452-6996	1, 2 & 3 bdr	\$570, \$685, \$760
Fairchild Heights	2301 West 18 <sup>th</sup> St, Port Angeles 98363	457-6212	2, 3 & 4 bdr	\$615—\$770
* Forks LLC	351 Founders Way, Forks 98331	374-5604	1, 2 & 3 bdr	30%
Highland Commons I	1702 Melody Circle, Port Angeles 98362	457-6827	1 & 2 bdr	\$548—\$630/\$658—50%
Highland Commons II	1702 Melody Circle, Port Angeles 98362	457-6827	1 & 2 bdr	30%—60%
Hilltop Ridge	1914 South Pine Rd, Port Angeles 98362	457-5322	1, 2 & 3 bdr	\$330, \$365, \$410
* Lee Plaza	112 West 1 <sup>st</sup> St, Port Angeles 98363	457-7785	studio & 1 bdr	\$329—\$450
Marine View Apt	420 North 2 <sup>nd</sup> St, Port Angeles, 98362	457-5458	1 & 2 bdr	\$400--\$550
* Mount Angeles View	2603 South Francis, Port Angeles, 98362	452-7631	1, 2, 3 & 4 bdr	30%
* Manor	323 East 2 <sup>nd</sup> St, Port Angeles, 98362	452-7631	1 bdr	30%
* Villa	401 East 5 <sup>th</sup> St, Port Angeles 98362	452-7631	1 bdr	30%
* Terrace	114 East 6 <sup>th</sup> St, Port Angeles 98362	452-7631	1 & 2 bdr	30%
Pine Road Village	528 West Lauridsen Blvd. Port Angeles 98362	452-9743	1 & 2 bdr	30%
* Wildwood Terrace	934 West Lauridsen Blvd., Port Angeles 98363	452-7563	1 & 2 bdr	30%
Sportsman Motel	2909 East Hwy 101, Port Angeles 98362	457-6196	stu, 1 & 2 bdr	\$550, \$600, \$650
Somerset	620 South Laurel St, Port Angeles 98362	457-4901	1 & 2 bdr	\$550--\$600
Penn Place Apt	119 South Penn, Port Angeles 98362	457-0747	1 & 2 bdr	\$560--\$660
Olympic Apt	1305 East 1 <sup>st</sup> St, Port Angeles 98362	457-7100	studio, 1 & 2 bdr	\$480 & up
Mt. View Court	303 South 5 <sup>th</sup> Ave, Sequim 98382	683-6632	2 bdr	30%
Pioneer Villa	280 East Prairie, Sequim 98382	683-3637	1 bdr	30%
Suncrest I	201 East Prairie, Sequim 98382	683-5044	1 bdr	\$500 or 30%
Suncrest II	213 East Prairie, Sequim 98382	683-5044	1 & 2 bdr	\$576, \$642 or 30%
Suncrest Village	251 South 5 <sup>th</sup> Ave, Sequim 98382	681-3800	1 & 2 SENIOR	\$735, \$882
Elk Creek	90 South Rhodoker, Sequim 98382	681-0646	1, 2 & 3 bdr	\$592, \$708, \$813

# Where Can I Rent?

THE FOLLOWING IS A LIST OF APARTMENT COMPLEXES AND PROPERTY MANAGEMENT COMPANIES THAT ARE FAMILIAR WITH THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM. PLEASE NOTE THAT YOU ARE NOT REQUIRED TO UTILIZE THESE PARTICULAR UNITS, THIS INFORMATION IS BEING PROVIDED TO YOU FOR INFORMATION PURPOSES ONLY. THIS LIST MAY NOT INCLUDE ALL COMPLEXES OR PROPERTY MANAGEMENT COMPANIES IN JEFFERSON COUNTY

## PROPERTY MANAGEMENT COMPANIES:

Townsend Bay Property Mgmt	360-385-3896	412 Logan Street, Port Townsend	Property Management
Coldwell Banker	360-437-2278	Port Hadlock Area	Property Management

## APARTMENT COMPLEXES:

Admiralty Apartments	360-385-0553	129 Taylor Street, Port Townsend	
Bishop Park Apartments	360-385-1383	819 Hadlock Street, Port Townsend	Property Management
Claridge Court Apartments	360-379-8001	1235 Landes, Port Townsend	+62/ Disabled Only
Garden Court Apartment	360-385-3968	81 Garden Ct, Port Hadlock	
Kearney Street Apartments	360-385-2121	809 Gaines Street, Port Townsend	
Laurel Heights Apartments	360-385-6890	1540—20 <sup>th</sup> Street, Port Townsend	
Nor'West Village Apartments	360-385-2298	1921 Sherman, Port Townsend	
San Juan Commons Apartments	360-379-5269	3300 San Juan, Port Townsend	+55 Only

## COMMUNITY RESOURCE NUMBERS

Adult Shelter: SAS for Men-	2321 W. 18 <sup>th</sup> (Bus 26 Westside) call 452-7221 for bed space
Teens- Dream Center-	535 East 1 <sup>st</sup> St. Help for at-risk youth ages 13-23 call 565-5048 Meals served weekdays 3pm. Drop in services Mon-Thurs 3-7 pm Fri 3-5pm
TAFY-	(The Answer For Youth) - 711 E. 2 <sup>nd</sup> Mon, Wed, Fri- 3-7pm Sat 4-7pm
Serenity House-	2602 ½ W. 18 <sup>th</sup> (360) 452-7221 Emergency Shelter with support services Community referrals & 3 meals a day.
St. Vincent De Paul-	Port Angeles (360) 457-5804 Sequim (360) 683-2112 Leave message
Manna-	(360) 457-3954 Assist with rental, utilities, laundry, prescriptions, gas, Propane. Anger assessment, alcohol. Evaluations, phone bills, GED, etc
Salvation Army-	206 S. Peabody (360) 452-7679
Healthy Families-	1036 E 1 <sup>st</sup> (360) 452-3811 Support Center. 452-HELP (452-4357) 24 hour Crisis line.
OLY CAP-	228 W 1 <sup>st</sup> St. (360) 452-4726
First Step-	325 E. 6 <sup>th</sup> (360) 457-8355
Housing Resource Center-	520 East 1 <sup>st</sup> St. (360) 565-5041 Mon-Tues & Thurs-Fri 9-5pm Wed 12-5pm
State Benefits (DSHS) -	201 W 1 <sup>st</sup> St. (360) 565-2180
Clallam Co. Health & Human Services-	223 E 4 <sup>th</sup> St. (360) 417-2274 (WIC program)
Family Planning-	1106 E. 1 <sup>st</sup> (360) 452-2954
Peninsula Community Mental Health Center-	118 E 8 <sup>th</sup> (360) 457-0431 Crisis Line (360) 452-4500
Northwest Justice Project-	1-888-201-1014 Legal Assistance LOCAL # 452-9137
Pro Bono Legal Services-	(360) 417-0818 P.O. Box 909 Port Angeles, WA 98362 Legal Assistance for Low income citizens, information, education & workshops.
Peninsula Housing Authority- housing	2603 S. Francis St. Port Angeles, WA 98362 (360) 452-7631 Low income
Food (Salvation Army) -	206 S. Peabody St. (360) 452-7679 Breakfast 8am Lunch noon weekdays. Food Bank: Tuesday & Thursday 1:30 to 3:30pm
Port Angeles Food Bank-	402 E. Valley (360) 452-8568 Mon, Wed & Fri 1-3:30pm
Storehouse Food Ministries-	304 Viewcrest Ave (360) 452-8909 (Food boxes may be picked up the Third Saturday of each month from 11:00-12:30)
Sequim Food Bank-	114 W. Alder Monday and Friday 9-noon Eligibility requirements: Senior Citizens or low income persons who meet state guidelines.
Peninsula College-	1502 E Lauridsen Blvd. (360) 452-9277 Community College offers GED, Adult Learning, Basic Computer & Other Programs