

PRIDE PLACE

Affordable, LGBTQIA+ affirming housing
for seniors in the heart of Capitol Hill

Learn more at prideplaceseattle.org



Creating an affirming environment for seniors in Seattle's historic LGBTQIA+ neighborhood



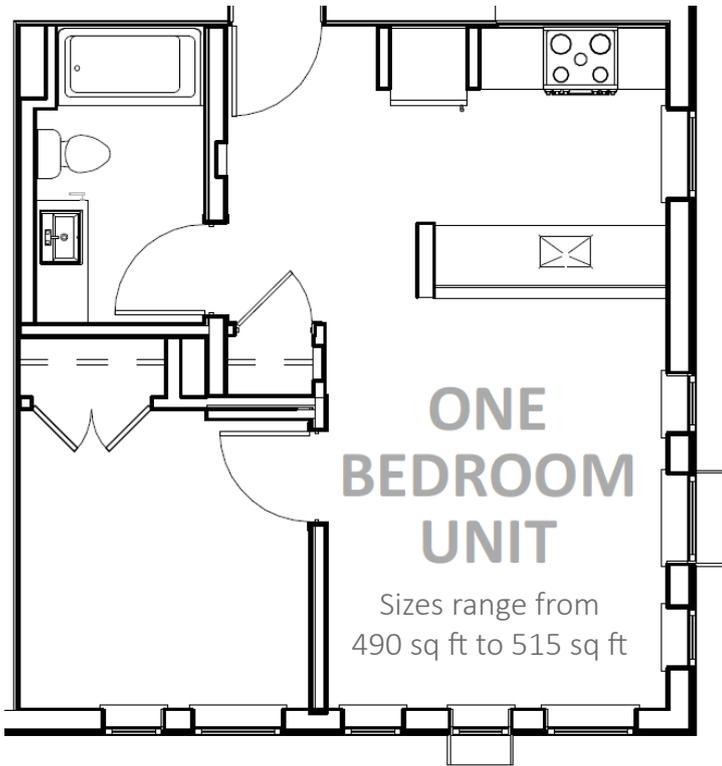
Capitol Hill is the historic home and cultural center for LGBTQIA+ life in Seattle. Community Roots Housing and GenPride hope to preserve and enhance this proud tradition by developing LGBTQIA-affirming affordable apartments for seniors on Broadway between Pike and Pine. Pride Place is purposefully designed to provide safe, stable housing for rainbow elders and allies to age in community, with easy access to neighborhood amenities alongside sweeping views of the city skyline.

The building features 118 apartments above an LGBTQIA-focused community and health services center managed by GenPride. The center will provide culturally relevant health and support services, programs to enhance quality of life, a wide variety of recreational activities, and a welcoming place for LGBTQIA+ seniors from across the region to gather and build community.

Learn more about Pride Place by scanning the QR code to the right or by visiting www.prideplaceseattle.org



Living at Pride Place



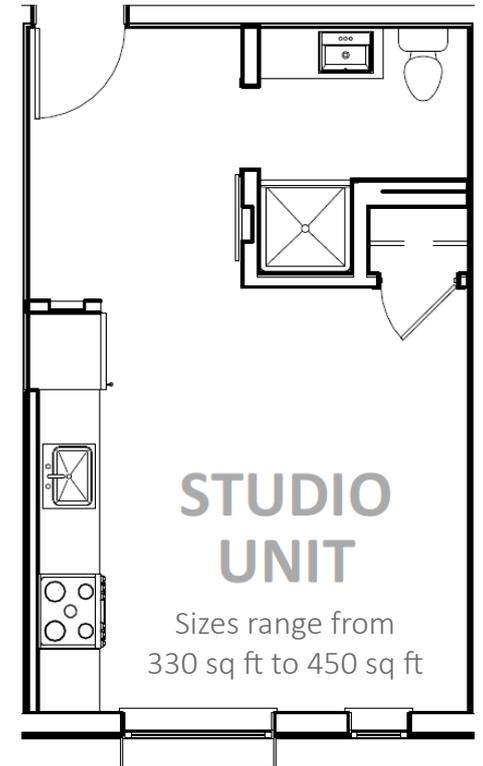
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STUDIOS

Rents will range from
\$680 to \$1150

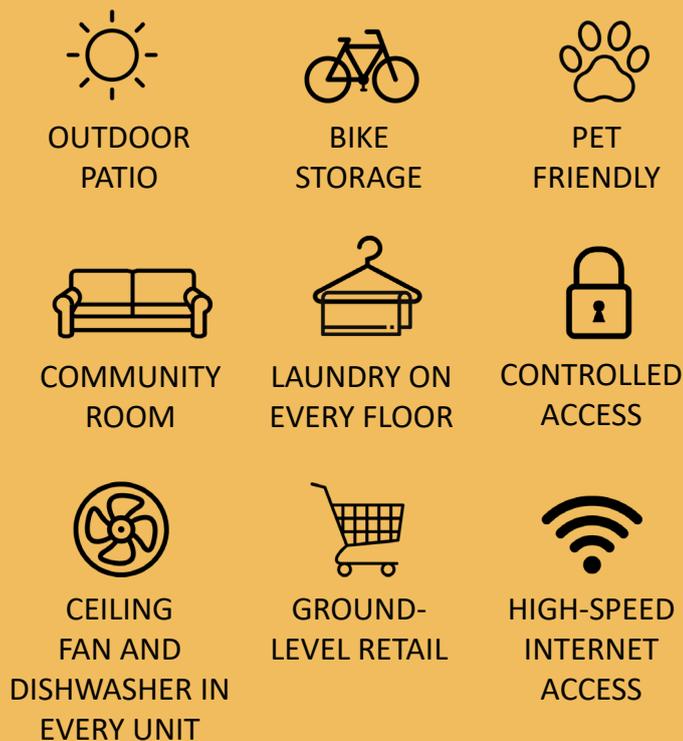
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ONE BEDROOM
UNITS

Rents will range from
\$730 to \$1460

All units ADA
accessible. **14 units**
have enhanced
accessibility features

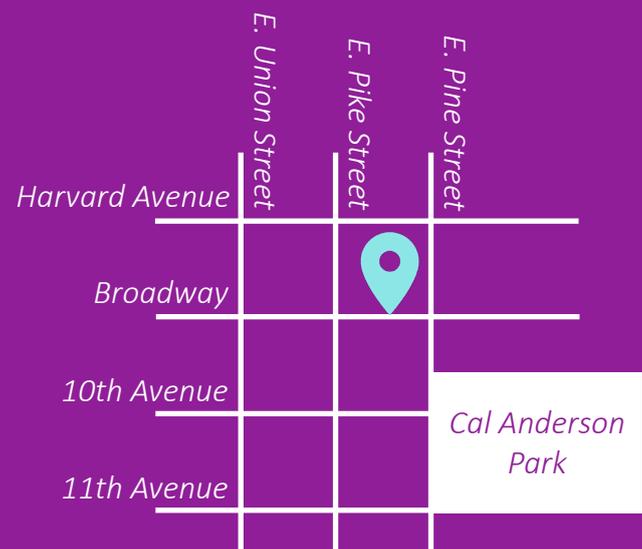


Amenities



Location

1521 Broadway, Seattle WA



Five minute walk (0.2 miles) to the
Capitol Hill light rail station

Frequently asked questions

When do applications open?

Applications will open on Thursday, June 1, 2023.

What kind of information is assessed on rental applications?

- Income
- Household size
- Rental history
- Student status
- Credit history
- Additional requirements as needed

How old do you have to be to live at Pride Place?

Households must have at least one resident who is 55 years of age or older.

What size are the units?

Pride Place features studio and one-bedroom apartments, ranging in size from 330 to 515 square feet per unit.

Are pets and/or service animals allowed?

Pets and service animals are welcome at Pride Place! There are no breed restrictions, however, there is a two pet per household limit.

Will there be parking available?

Because this is a transit-oriented development located in a dense neighborhood, there is no resident parking associated with this building.

How do I figure out if my income qualifies?

Pride Place apartments have income maximums related to the number of people in the household. Unit Area Median Income (unit AMI) refers to the maximum income allowed for that apartment. For a preliminary walk-through of determining your income and what unit AMI you may qualify for, please reference the 'Household Income and Unit AMI' document.

What AMI levels will Pride Place serve?

Units will be available at the 30, 50 and 60% AMI levels. To learn more about what AMI level you might classify as, please reference the 'Household Income and Unit AMI' document.

How much will rents be?

Studio rents will range from \$680 to \$1150, depending on the AMI level. One-bedroom unit rents will range from \$730 to \$1460, depending on the AMI level. Rents subject to change in summer 2023 due to updates in regulations.

I still have questions. Who can I talk to?

Contact the Community Roots Housing leasing team at (206) 895-1400 or email us at leasinginfo@communityrootshousing.org.

**We expect applications
for Pride Place
apartments will open
on June 15, 2023.**

Prep Overview:

1. Workshops

GenPride will hold workshops on May 13 and May 20 from 2 – 3:30 pm, with a third workshop planned for early June! Sign up at www.genpri.de/workshops.

2. Guides/Helpers

GenPride guides will assist with gathering documents and understanding eligibility at our workshops, but even if you can't make it in -- we can still connect you with a guide to help.

3. Resource Docs

Review all the provided documents including the "What to bring to your appointment" PDF. GenPride will do our best to answer any questions or direct you to the right resources.

Process Overview:

Applications open on June 15, 2023

1. Call Center Opens

Community Roots Housing call center will open on June 15, Agents will be available to take applicant information and schedule a time for an in-person meeting.

2. Submit Information

Applicants will receive an invitation to submit information via online form ahead of their appointment.

3. CRH Appointment

Bring all the required paperwork to your meeting with Community Roots Housing leasing staff.

PRIDE PLACE

RENTAL APPLICATION PROCESS



All applicants will be treated equally without regard to race, sexual orientation, gender identity, or other protected class status.



STEP 1: LEARN ABOUT ELIGIBILITY REQUIREMENTS

Area Median Income (AMI) is the midpoint of a region's income distribution. Eligibility for renting an apartment at Pride Place is partially based on your household AMI level. The chart below shows the maximum allowable income for different sized households. At Pride Place, AMI levels determine the maximum allowable income of a certain apartment. These limits are not set by Community Roots Housing; AMI limits apply to affordable housing across the region.

HOUSEHOLD INCOME REQUIREMENTS*

Units are restricted to people making a certain percentage of the AMI. You qualify for different units whether you make 30, 50, or 60% of the area median income. The chart to the right shows you the maximum income you can make to qualify for 30, 50, and 60% AMI units, depending on the size of your household.

Household size	Maximum allowable income		
1 person	\$27,200	\$45,300	\$54,350
2 persons	\$31,050	\$51,800	\$62,100
3 persons	\$34,950	\$58,250	\$69,900

Eligible for: **30% AMI units** **50% AMI units** **60% AMI units**

STEP 2: ON JUNE 15, CALL (206) 347-1500

At 9 a.m. PST on June 15, 2023 we will open a dedicated phone line. Live agents will be ready to take your call. Please have the following information ready:

- Your first and last name (please spell them out)
- An email address to get in touch with you
 - If you do not have access to email, please have a reliable phone number ready
- The apartment size you would like to rent

During your phone call, you will set an appointment to meet with a Community Roots Housing representative in person at the 12th Ave Arts building. You'll need to collect all the documents required to complete your rental application between June 15 and your appointment date.

**Please note income limits are subject to change in summer 2023 due to updates in regulations.*

STEP 3: SUBMIT INFORMATION EARLY

After you call in, you will be provided with a link to an online form. If you have internet access, please fill this out. This helps the Community Roots team process applications as efficiently as possible.

The form helps gather necessary information about all household members, including questions regarding income and assets. All household members over the age of 18 will need to complete their own form, provided they have internet access. We know some people may not have access to a computer or reliable internet. Completing this form is **not** mandatory, however, completing it allows the Community Roots team to better prepare for when we meet in person.

The form will include questions about the following information: names and ages of all household members, disability status, current housing details, pet information, and emergency contacts. Once you have completed the form, you will be provided with the list of items and documents that you will need to bring to your in-person appointment.

STEP 4: IN-PERSON APPOINTMENT AT 12TH AVE ARTS

Appointments will be held at the 12th Avenue Arts building in Capitol Hill, located at 1620 12th Avenue, Seattle WA 98122.

Due to regulatory requirements, we are required to verify all income and asset information for all members of the household. This can take some time depending on the information and whether documentation is provided at the appointment. To assist in this process, we ask that applicants have all contact information for income and asset sources ready. Due to the number of applications being processed, it can take three or more weeks for us to process paperwork and verify information.

STEP 5: SIGN A LEASE AND MOVE IN

If your paperwork is approved, we will contact you to set a time to sign your lease and schedule your move-in day. We anticipate Pride Place will be ready for residents to move into by early September. If you are not approved, you will receive a letter explaining why. You will have 14 days to appeal the decision. The unit will not be held during the appeal process.

SEPTEMBER: MOVE-INS BEGIN

PRIDE PLACE

ELIGIBILITY & SCREENING CRITERIA

All Community Roots Housing applicants must meet income and household criteria based on the funding restrictions for the property. In addition, Community Roots Housing uses the following criteria to determine a household's suitability for Community Roots Housing. Exceptions to Community Roots Housing's criteria are made only through the application appeals process, which is outlined below.

Community Roots Housing will consider applications in the order in which completed applications are received. An application is considered complete when all of the information outlined on the attached list "What to Bring When You Apply" is received. If the applicant fails to bring any of the required information to the appointment or all applicants are not present, the appointment will be stopped and rescheduled if the unit is still available. **If we contact you to clarify employment, rental history, or other information, you will have 72 hours to provide the information before your application is denied.**

Please note the following:

1. Community Roots Housing does not accept Portable Screening Reports.
2. All adults in the household must apply for the unit.
3. If you would like to request additional time to complete the application due to limited English proficiency or as a reasonable accommodation for a disability, please notify a Community Roots Housing representative.

AGE

At least one member of the household must be 55 years of age or older.

INCOME

Apartments have a maximum income limit based on household size. All sources of income must be disclosed and verified for all the household members. Income calculations are determined by funder requirements and Community Roots Housing must use the highest calculated income projections.

Household income must be at minimum 2 times the annual rent. Alternatively, household may show that they have accessible financial assets to cover the monthly rent amount for the length of the lease or demonstrate 6 months of timely payment of rent at or higher than rental amount for the unit applying for.

The following exceptions apply:

- Households with a Seattle Housing Authority, Section 8 Housing Choice Voucher, or similar, are exempt from the minimum income requirement.
- Applicants with temporary vouchers are subject to meeting minimum income requirements of 2x the monthly rent after the voucher is applied.

CRIMINAL HISTORY

Please be advised, a landlord (within the Seattle city limits) is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking adverse action based on any arrest record, conviction record, or criminal history, except sex offender registry information which is the result of an adult criminal conviction – as described in Seattle Municipal Code (SMC) subsection 14.09.025 A3., 14.09.025 A4., and 14.09.025 A5, and subject to the exclusions and legal requirements in Section 14.09.115. If sex offender registry information is considered, an applicant may provide any supplemental information related to rehabilitation, good conduct, and facts or explanations regarding their registry information.

RENTAL HISTORY

Applicants must provide address history for the previous two (2) years, without gaps. This may be with multiple landlords, but without breaks of more than 30 days between rental periods. Rental history can be a room rental or with roommates as long as the applicant paid rent directly to the landlord and it can be verified. Paying rent to friends or relatives is not considered rental history unless there is a verifiable lease agreement and the rental is the family or friend's actual property. Rental history will be reviewed for the following:

- No evictions, judgments, or unlawful detainers in the past two (2) years. If court records indicate an eviction, the burden is on the applicant to prove an eviction did not occur.
- No outstanding balances owed to current or previous landlord including Community Roots Housing.
- Cannot be in a current lease or will need to show proof that you will be released from lease if in a current lease.
- No more than three (3) legal notices within the past twelve (12) months for any member of applicant household.
- Poor rental history reported by a landlord, even if a legal notice was not issued, is grounds for denial.
- Examples of poor rental history includes repeated and excessive damages to the unit, noise complaints, and frequent late payments (3 or more in a 12-month period.)
- No evictions or unlawful detainers from current or previous Community Roots Housing tenancy.

In lieu of 2 years of current and consecutive rental history, applicants must have an income history of at least three (3) months without gaps by the date of application in an amount that meets or exceeds 2 times the rent, and consumer credit history that reflects no more than 5 past due accounts in collections, medical debt and student debt is excluded from consideration. Considerations will be given for any debt that can be verified as inherited or inaccurate due to divorce or separation. Unearned income (income that does not come from a job) does not need to meet time requirements.

Recent Homeowners

Proof of consecutive, timely mortgage payments over the most recent twelve months may be substituted for rental history. Real estate must be included as an asset when determining eligibility, including any proceeds from the sale of the property, or any income from renting the property to a third party.

Applicants who are about to undergo or have undergone foreclosure on their primary residence in the past 12 months must show that the previous mortgage payments were more than 40% of their household income.



CREDIT

- Except for bankruptcy and debt owed to a landlord, Community Roots Housing screens for credit risk only when the above “in lieu of rental history” criteria are being considered. Any bankruptcy must be discharged or dismissed.
- No more than 5 past due accounts in collections- exclusions to this will be medical debt, student loans, and inherited or debt that was part of a divorce or separation that should not be counted as applicants.
- Cannot have outstanding debt owed to any landlord, including Community Roots Housing.

Violence Against Women Act (VAWA)

Applicants who are victims of domestic violence, sexual assault, unlawful harassment, or stalking have special protections under the Violence Against Women Act and Residential Landlord Tenant Act RCW59.18. If the applicant or a member of the household is a victim of one or more of these crimes and wishes to have their status considered for purposes of eligibility, the applicant must submit a VAWA Certification of Domestic Violence, Dating Violence, or Stalking. The applicant may request a certification form from the leasing agent. If the applicant fails to provide the certification within 14 days, the application may be denied if the applicant does not meet the screening criteria.

PETS

Pets are welcomed at our properties:

- Proof of inoculations, spay or neutering, and a current City of Seattle pet license is required.
- Pet deposit is 25% of the first full month’s rent.
- Resident must abide by the Community Roots Housing Pet Agreement (please ask to view agreement).

Note: Service and companion animals are not considered pets. They are accepted at all properties and require a Reasonable Accommodation Request for which verification may be requested.

STUDENTS

Student restrictions at some properties prohibit all household members from being full-time students. Applicant households for properties with student restrictions, where all members, including children, are full-time students for five or more months in a calendar year (including months preceding move in) must meet one of the following exceptions:

- Married and filing a joint federal tax return with spouse
- Single parent with a minor child and neither are dependents of a third party
- Receiving benefits under Title IV of the Social Security Act (e.g., TANF)
- Enrolled in a job training program funded by State or Local government
- Previously under the care of a state foster care system.

Please see rental listing and property information for student restrictions.

OCCUPANCY STANDARDS

Most Community Roots Housing apartments have occupancy standards; if unit occupancy drops below the minimum or exceeds the maximum, households may be required to vacate.

Studio	1 bedroom
1 – 2 people	1 – 3 people

Fees and Deposits

Screening fee is non-refundable and payable to Community Roots Housing by money order or cashier's check. Cash is not accepted

- \$20 for each adult applicant, 18 or older. Price subject to change.

Security deposit is payable by money order or cashier's check (no cash or personal checks accepted) and is due at lease signing. Applicants may make payment arrangements over a six-month period, with the first installment due at lease signing. Security deposit amounts are set by the apartment size and are as follows:

Studio = \$300

One-bedroom = \$375

Move-in rent due at time of move in, payable by money order or cashier's check; no cash or personal checks accepted.

APPEALS PROCESS

If your application is denied and you believe the information upon which the denial was based is incorrect, or if you have additional information that was not considered during the review of your application, you may request an appeal of the decision. **Any appeal must be submitted in writing within fourteen days of the date of the denial letter.** The request must include a letter from you that states the reason(s) for the appeal and new supporting documentation from an independent third party. This information must be verifiable by Community Roots Housing staff. Appeal packages must be sent to Community Roots Housing C/O Individual Assessment, 1620 12th Ave Suite 205, Seattle WA 98122 for all appeals regarding rental or criminal.

Appeals regarding income or paperwork processing should be directed to Director of Compliance. Community Roots Housing will seek to provide a written decision within two weeks. Apartments are not held during the appeals process.

SCREENING SERVICES

All household members 18 years old and older will be subject to a background investigation conducted by Resident Check. We will obtain credit reports, court records (civil and criminal), and employment and rental references as needed to verify all information put forth on the application for housing.

In the event of Adverse Action (denial of tenancy) you have the right to a free copy of the background check we reviewed and processed by Resident Check. You also have the right to dispute the accuracy of any information therein.

A copy of your background check can be obtained by in-person request at Community Roots Housing, 1620 12th Avenue Suite 205, Seattle, WA 98122. Please note that an in-person request requires a valid photo ID and can only be given directly to the applicant.



NONDISCRIMINATION

Community Roots Housing follows all local, state, and federal fair housing laws. Seattle protected classes include: Age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, Section 8 voucher holders, and use of a service animal.

Landlords are prohibited from taking an adverse action against a tenant based on eviction history occurring during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020.

If you need help understanding this notice or information about your renter rights, call the Renting in Seattle Helpline at (206) 684-5700 or visit the website at www.seattle.gov/rentinginseattle

By signing below, the undersigned applicant(s) acknowledge having read and understood Community Roots Housing’s Eligibility and Screening Criteria:

Applicant Printed Name Applicant Signature Date

Applicant Printed Name Applicant Signature Date

Applicant Printed Name Applicant Signature Date

Manager/Leasing Agent Signature Date





COMMUNITY ROOTS HOUSING

Applicant Names _____ **Unit Applying for** _____

Your appointment is on: _____ **at:** _____

Building and Manager: _____

Thank you for applying with Community Roots Housing. To meet our funding requirements and help process your file in a timely manner you must bring the following items below that apply to your household's income and assets to your application appointment.

Employment	Most Recent 6-8 paystubs for each job and fax number or email address for HR or Payroll
Self-employment	Most recent signed tax return submitted to IRS with Schedule C 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	Current benefit award letter
Unemployment	Current benefit award letter
Pension or VA benefits	Current benefit award letter
Regular/ Periodic Income (Gift)	Name and Address for person providing income
Real-estate	Rental agreement
Other	
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 Household members over 18: 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

Other Items:

\$14.00 Screening Fee: For each adult applicant- Money order or cashier's check

Rental subsidy packet and award letter: if applicable

For pets or service animals:

Pet Documents	
	Proof of Spay/Neuter
	Proof of Vaccinations
	Proof of City of Seattle License (City License required if applicant is approved for occupancy)

Service Animal Documents	
	Reasonable Accommodation Request (completed at time of appointment)
	Proof of City of Seattle license (City license required if applicant is approved for occupancy)

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)
- If employed make sure the Site Manager has the name, phone, and fax number of the Payroll or Human Resources person 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.