



NEXT STEP HOUSING

SERVICE-ENRICHED • ALCOHOL & DRUG FREE

RESIDENT QUALIFICATIONS

Person(s) applying for housing must meet the following resident qualifications:

ALCOHOL AND DRUG FREE COMMUNITIES - All Next Step Housing (NSH) properties are Alcohol and Drug Free Communities (ADFC's). Residents cannot consume any alcohol or use any illegal controlled substances at any time while in residence on or off the premises including marijuana. NSH has a **ZERO TOLERANCE POLICY** regarding substance use or abuse of any kind. Guests under the influence of alcohol or drugs are likewise not allowed on our properties. All residents must cooperate with monthly, random *Breathalyzer* and/or *Urine-Analysis Testing* at move-in and thereafter. Any resident determined to be under the influence will constitute a nuisance under State Law by threatening the health, safety, sobriety and right to peaceful enjoyment of the premises by other residents. Residents who are not clean and sober will be asked to move out immediately without exception. All adult residents must sign a *Clean and Sober Housing Agreement* that acts as an amendment to our *Residential Lease*. In order to qualify for our permanent housing, applicants must demonstrate at least one year of continuous sobriety with third-party confirmation.

INCOME ELIGIBILITY - All applicants must be income-eligible as per schedules annually established by the U.S. Department of Housing and Urban Development (HUD). Eligibility is based on total gross annual income for the applicant household. NSH properties are funded in part by public agencies. Applicants who do not meet eligibility requirements cannot be considered. All applicants must cooperate with NSH staff by supplying all necessary documentation of gross annual household income at move-in and, should they sign a lease, every year thereafter.

ABILITY TO PAY RENT - Applicants must demonstrate current ability to pay required rent. A history of paying the same or more in rent for at least a year is acceptable.

SOURCE OF INCOME - If employed, employment and total annual income must be verifiable. If applicant receives income from sources other than employment, such as state, federal or retirement funds, this income must likewise be verifiable.

TENANT HISTORY - Adverse housing references are grounds for denial of an application. A good tenant history is based on:

- 1) No recent evictions or unlawful detainers;
- 2) No current Three (3) Day Notices to Vacate and no recent history of rental agreement violations;
- 3) No recent history of criminal violations including controlled substances;
- 4) Applicants being 18 years of age or legally emancipated.

Any information of public record may be grounds for denial of an application. All applicants 18 years or older must complete an application, pay a deposit and sign a lease before moving in. Also, all applicants must have photo identification upon move-in.



Next Step Housing provides equal housing opportunity
in accordance with local and federal Fair Housing Law.





NEXT STEP

HOUSING

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APPLICATION FOR RESIDENCY

Head of Household _____ Phone _____

Email: _____ Can we text you? (Circle) Yes No

Social Security # _____ Age _____ Birthdate _____

of Adults in Household _____ # of Children _____

Unit Size? (circle all that apply) Studio 1 bedroom 2 bedroom 3 bedroom

Are you homeless? (Circle) Yes No Are you a Vet? (Circle) Yes No

Are you living with a disability? (Optional) (Circle) Yes No

Current Address: (include city, state and zip)

Current Landlord _____ Phone _____

Previous Address: (include city, state and zip)

Previous Landlord _____ Phone _____

Current Employer _____

Immediate Supervisor _____ Phone _____

Total Annual Household Income (all adults over 18/all sources): _____

How long have you been clean and sober? _____

How can you confirm your sobriety? _____

Are you on Probation with the Criminal Justice System? (Circle) Yes No

Parole Officer: _____ Phone: _____

Emergency Contact: _____ Relation: _____

Emergency Phone(s): _____

PLEASE READ VERY CAREFULLY:

I fully understand that Next Step Housing is a clean and sober affordable housing provider. I certify that I will not use any alcohol or drugs of any kind, on or off the premises, nor does anyone in my household. I also promise to not bring anyone onto Next Step Housing properties that uses alcohol or drugs.

I also understand all members of my household will be subject to random, monthly Urine-Analysis and Breathalyzer tests with or without cause. I agree to fully cooperate with Next Step Housing staff in complying with this requirement.

Finally, I understand any false, fraudulent, or misleading information will default this application and may result in denial or termination of residency. I also understand residency is dependent on my household income eligibility. I promise to respond in a timely manner to all associated requests from Next Step Housing staff at move-in and every following year on my move-in anniversary date to assure compliance with my tenancy.

Applicant Signature Date

Next Step Housing Agent Date



TENANT SELECTION POLICY

When reviewing a Rental Application and Tenant Screening Report we will consider: Extenuating circumstances (temporary loss of job, medical reasons, family emergencies, etc.). Applicant's screening report will be reviewed for the following adverse (negative) information:

CREDIT

Civil Judgments and/or collections for rentals and/or utilities
Bankruptcy, foreclosures, negative credit
Lack of credit history

COURT RECORDS

History of criminal behavior that may negatively affect tenancy - drugs, sex offense, theft, robbery, assault, active warrants, etc...

REFERENCES

Lack of 12 months of continuous, positive, objective rental history
Negative and/or incomplete rental references

EMPLOYMENT/INCOME

Lack of proper documentation proving adequate income to pay rent (earnings need to be 3 times rent amount)

Screening Report will also be reviewed for:

1. False information and/or omission of material fact listed on Rental Application
2. Lack of information provided on Rental Application

Applicants need to provide:

1. Copy of Social Security Card or equivalent proof of identity (Visa, Passport, etc)
2. Drivers License
3. Proof of adequate income

Most recent check stub with year to date earnings

Self Employed - Tax Returns for last two years

Retired - Copies of Deposit slips, Investment Earnings Documentation, Social Security Earnings Documentation, Bank Deposit History

Additional Income - Documents proving Child Support, Trust Funds, Bank Deposit History

You have the right to obtain a FREE copy of your credit report each year from every credit bureau (Equifax, Experian, Trans Union). For a FREE copy log onto: www.annualcreditreport.com
Orca Information obtains their credit reports from Trans Union.

In the event of Adverse Action (denial of tenancy, cosigner or increased deposit required) you have the right to a FREE copy of the background check we reviewed and processed by Orca Information, Inc. You also have the right to dispute the accuracy of any information therein.

In compliance with Washington State's Fair Tenant Screening Act of 2012, and the Fair Credit Reporting Act (FCRA), this is to inform you that the background investigation will be processed through Orca Information, Inc. We may be obtaining credit reports, court records (civil and criminal), arrest detention information, employment and rental references as needed to verify all information put forth on your rental application.

Orca Information, Inc. contact information is: www.orcainfo-com.com, orca@orcainfo-com.com, 800-341-0022, PO Box 277, Anacortes, WA 98221.