HOUSING APPLICATION PACKET

Thank you for requesting the YWCA’s Housing Application Packet!
Please review the enclosed eligibility criteria and identify which property you are interested in using the housing options form. Once we have reviewed your application packet, you will be notified in writing of the outcome.

The YWCA can only accept completed applications packets.

If you have questions, contact one of the following Housing Staff members for assistance:

**Frannie McBrayer**
Housing Specialist
205.322.9922 x179

**Kayce Swift**
Housing Compliance Specialist
205.322.9922 x329

YWCA CENTRAL ALABAMA
HOUSING OFFICE
309 23RD STREET NORTH
BIRMINGHAM, AL 35203
205.322.9922

www.ywcabham.org
YWCA Housing Options

Today’s Date: __________________________ Your Name: __________________________

Your Mailing Address: __________________________________________________________

☐ I am a victim of domestic violence, dating violence, sexual assault or stalking who is homeless or in need of housing for which emergency shelter services or other crisis intervention services are unavailable or insufficient.

☐ I would like someone to provide resources to help me stay safe. They may contact me at the following number: __________________________.

DIRECTIONS: Please check the box by the property/program for which you would like to apply. Once completed, please return to the YWCA Switchboard Operator to receive your application packet.

permanent housing

☐ YWCA Main Building (permanent housing for single women)

- Location: Downtown Birmingham
- Type of Housing: Multi-use building with common entry, halls and elevators
- Total Units: One-bedroom
- Who is Eligible: Single women (women must be 19 years or older).
- Income Requirements: Single women must meet a minimum annual income threshold of $7,000. The applicant’s income may not exceed applicable income limits designated for this property; these income limits change annually and are based on HUD income limits for the area. Each applicant must provide consent for verification of all sources of income.

☐ YWCA Main Building (permanent housing for single women with children)

- Location: Downtown Birmingham
- Type of Housing: Multi-use building with common entry, halls and elevators
- Total Units: 14 two-bedroom units
- Who is Eligible: Single women with children (women must be 19 years or older). No male children over the age of 12 permitted at this housing site.
- Income Requirements: Residents must meet a minimum annual income threshold of $11,000. The applicant’s income may not exceed applicable income limits designated for this property; these income limits change annually and are based on HUD income limits for the area. Each applicant must provide consent for verification of all sources of income.
**Harbor Apartments**
- Location: Woodlawn
- Type of Housing: Apartment building with common entries, halls and stairways
- Total Units: 24 two-bedroom units
- Who is Eligible: Singles, singles with children, two-parent families
- Income Requirements: Household must meet minimum income threshold of $14,000. The applicant’s income may not exceed applicable income limits designated for this property; these income limits change annually and are based on HUD income limits for the area and household size. Each applicant and potential household member must provide consent for verification of all sources of income.

**Kelly Court Apartments**
- Location: Woodlawn
- Type of Housing: Apartment building with common entries, halls and stairways
- Total Units: 12 two-bedroom units
- Who is Eligible: Singles, singles with children, two-parent families
- Income Requirements: Household must meet minimum income threshold of $14,000. The applicant’s income may not exceed applicable income limits designated for this property; these income limits change annually and are based on HUD income limits for the area and household size. Each applicant and potential household member must provide consent for verification of all sources of income.

**Dansby Court Apartments**
- Location: Woodlawn
- Type of Housing: Apartment building with common entries, halls and stairways
- Total Units: 10 two-bedroom units
- 6 three-bedroom units
- Who is Eligible: Singles, singles with children, two-parent families
- Income Requirements: Household must meet minimum income threshold of $14,000 for a two-bedroom unit and $17,000 for a three-bedroom unit. The applicant’s income may not exceed applicable income limits designated for this property; these income limits change annually and are based on HUD income limits for the area and household size. Each applicant and potential household member must provide consent for verification of all sources of income.
So what’s next? Once an applicant completes this housing options form and the attached application, the packet should be submitted to the YWCA (mailed to YWCA Housing Office at 309 23rd Street North, Birmingham, AL 35203 or dropped off there in person) and the YWCA’s Housing staff will review everything and ensure it is complete.

After Housing staff has reviewed the application packet, the applicant will be notified in writing as to whether or not it appears that the packet is complete and whether or not the applicant appears to meet the eligibility criteria for the property specified in the application. If the applicant appears to meet the eligibility criteria for the property specified, the eligible applicant will be added to the waiting list for that property.

The YWCA is unable to determine how long the wait may be as this depends on unit turnover and eligibility.

Once there is a vacancy and the applicant’s name comes up on the waiting list, Housing staff will contact the applicant to schedule an interview and conduct the final qualification process prior to move in.
APPLICATION FOR HOUSING

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>DATE OF BIRTH</th>
<th>MALE or FEMALE?</th>
<th>SOCIAL SECURITY #</th>
<th>STUDENT STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(PLEASE LIST YOUR NAME AND ANYONE ELSE WHO MAY LIVE IN THE APARTMENT WITH YOU.)</td>
<td></td>
<td>M ☐ F ☐</td>
<td>_______</td>
<td>YES ☐ NO ☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M ☐ F ☐</td>
<td>_______</td>
<td>YES ☐ NO ☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M ☐ F ☐</td>
<td>_______</td>
<td>YES ☐ NO ☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M ☐ F ☐</td>
<td>_______</td>
<td>YES ☐ NO ☐</td>
</tr>
</tbody>
</table>

☐ Does anyone in your household require an ADA handicap accessible unit? If so, please check this box.
☐ Are you pregnant at this time? If so, please check this box and list the due date here: _____________________________
☐ Are there additional people who may live with you? If so, please check this box and attach the same information requested above for them on an additional sheet.

CURRENT ADDRESS: __________________________________________

CITY ______________________ STATE __________ ZIP CODE __________

HOME PHONE # WORK PHONE #

A. General Information for all household members 18 and older

1. Do you have the right to legally enter into a lease? YES ☐ NO ☐
2. Have you ever been convicted of a felony? YES ☐ NO ☐
   If yes, when? __________ Please explain: __________________________
3. List the states where each household member has lived: __________________________
4. Have you ever been evicted from a dwelling for any reason? YES ☐ NO ☐
   If yes, please explain: __________________________
5. What date do you want to move in? __________________________
6. Have you lived before at the YWCA Central Alabama? __________________________
7. How did you find out about the YWCA Central Alabama Housing Program? ________________
B. Housing References  *(List ALL landlords during the past three years)*

<table>
<thead>
<tr>
<th>Present Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
</tr>
<tr>
<td>City, State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
<tr>
<td>Landlord</td>
</tr>
<tr>
<td>Landlord’s Address</td>
</tr>
<tr>
<td>Landlord’s Tel #</td>
</tr>
<tr>
<td>How long have you lived at this address?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Rent Amount: $</th>
<th>Average Monthly Utility Bills: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Moving:</td>
<td></td>
</tr>
</tbody>
</table>

*If you have lived at this present address for **LESS than three years**, please complete the following:*

<table>
<thead>
<tr>
<th>Previous Address:</th>
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</thead>
<tbody>
<tr>
<td>Street</td>
</tr>
<tr>
<td>City, State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
<tr>
<td>Landlord</td>
</tr>
<tr>
<td>Landlord’s Address</td>
</tr>
<tr>
<td>Landlord’s Tel #</td>
</tr>
<tr>
<td>How long did you live at this address?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Rent Amount: $</th>
<th>Average Monthly Utility Bills: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Moving:</td>
<td></td>
</tr>
</tbody>
</table>

*Use an additional sheet if needed to list all your housing within the past three years.*

C. Employment and Other Income Sources *(for all household members 18 and older)*

Applicant’s present employer(s) ________________________________

Employer’s address ________________________________

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Employer’s telephone # ________________________________ Type of business ________________________________

Applicant’s position __________________ Immediate supervisor __________________

Employed from __________ to __________ Number of hours worked weekly ______ Hourly Rate _______

*Use an additional sheet if needed to list employers for all household members 18 and older.*
D. Income Sources (for all household members)

Annual Income
Include anticipated income (before taxes) from all sources for the next twelve months for ALL household members.

<table>
<thead>
<tr>
<th>INCOME SOURCE</th>
<th>MONTHLY INCOME</th>
<th>ANNUAL INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Employment income (include overtime, tips, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Income from Self-Employment and/or Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security, Pensions, Annuities, Insurance Settlements</td>
<td></td>
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<tr>
<td>Unemployment Compensation</td>
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<td></td>
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<tr>
<td>Severance Pay</td>
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<tr>
<td>Workers’ Comp., Disability or Death Benefits, Veteran’s Benefits</td>
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<td></td>
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<tr>
<td>Alimony, Child Support</td>
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<tr>
<td>TANF or Other Public Aid, Recurring Monetary Gifts</td>
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<tr>
<td>Other:</td>
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</tbody>
</table>

Total Annual Anticipated Income: ____________________________

E. Rental Subsidies (for all household members)

1. Are you currently receiving a subsidized housing voucher? YES □  NO □

If you answered “yes,” describe all such subsidies in the box below.

<table>
<thead>
<tr>
<th>Type of Subsidy</th>
<th>Monthly Amount of Subsidy</th>
<th>Length of time you have been receiving this subsidy</th>
<th>How long you anticipate receiving this subsidy</th>
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<tbody>
<tr>
<td>□ Section 8</td>
<td></td>
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<tr>
<td>□ VASH</td>
<td></td>
<td></td>
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<tr>
<td>□ Shelter Plus Care</td>
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<tr>
<td>□ Other: __________</td>
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</tbody>
</table>

Comments: ____________________________________________

F. Assets and Debts (for all household members)

1. Do you have any of the following?

Checking or Savings accounts  YES □  NO □  IRA/Keogh accounts  YES □  NO □
Money Market funds  YES □  NO □  Certificates of Deposit (CDs)  YES □  NO □
Trusts  YES □  NO □  Other accounts  YES □  NO □
F. Assets and Debts (for all household members), Continued

If you answered “yes” to any of the assets/accounts in Question 1, describe all such accounts in Box A below.

*REMEMBER: all information must be calculated on an annual basis.*

**BOX A**

<table>
<thead>
<tr>
<th>Type of Account</th>
<th>Account Number</th>
<th>Where Held</th>
<th>Balance (1)</th>
<th>Interest Rate</th>
<th>Income (2)</th>
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<td><strong>TOTALS</strong></td>
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2. Do you own any real estate or any stocks, bonds or other income-producing assets, not already listed in this section?  YES ☐  NO ☐

If you answer “Yes,” describe all such assets in Box B, below:

**BOX B**

<table>
<thead>
<tr>
<th>Type of Asset</th>
<th>Account Number or Other Description</th>
<th>Where Held</th>
<th>*Fair Market Value (1)</th>
<th>Interest Rate</th>
<th>Income (2)</th>
</tr>
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<td><strong>TOTALS</strong></td>
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<td>$</td>
<td></td>
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<td>$</td>
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</tbody>
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*NOTE: Fair Market Value is the value of the asset minus reasonable costs that were or would be incurred in selling or converting the asset to cash. These costs include: (1) penalties for early withdrawal; (2) brokerage/legal fees assessed to sell or convert the asset to cash; and (3) settlement costs for real estate transactions.*

Total Accounts and Assets

<table>
<thead>
<tr>
<th>TOTALS of BOXES A &amp; B, columns numbered (1) and (2):</th>
<th>(1)</th>
<th>(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
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</tbody>
</table>

Do you have any of the following? If yes, state the value of the asset and where the asset is held. **If the Asset earns income, you must enter that information in Box B.**

3. YES ☐ NO ☐ Do you have cash on hand or at home? ________________________________

4. YES ☐ NO ☐ Do you have a safe deposit box? ________________________________

5. YES ☐ NO ☐ Do you own any stocks or bonds? Type/Name ________________________________
F. Assets and Debts (for all household members), Continued

6. YES ☐ NO ☐ Do you own any real estate, including a primary residence, farm, vacation home, vacant land, rental property, or other investments?

If yes, please explain: ____________________________________________________________
Certain documents, such as an accepted offer to purchase and/or an amortization schedule, may be requested.

7. YES ☐ NO ☐ Do you hold any personal property as an investment (for example, coin collection or antique car)? **Do not** include necessary personal items such as a car or furniture.

If yes, please explain: ____________________________________________________________
Value: $ ___________________  $ ___________________

8. YES ☐ NO ☐ Are any assets held jointly with a person who does not reside with you?

Which assets? ___________________ Held with whom? ___________________
What portion of the assets do you have access to? ___________________

9. YES ☐ NO ☐ Have you received any **Lump Sum** payments in the last 24 months? If yes, please indicate amount and explain: ____________________________________________________________

10. YES ☐ NO ☐ In the past two years, have you disposed of any assets for less than Fair Market Value?

If yes, please explain: ____________________________________________________________

Market Value Less Cash Received  $ __________________

11. Enter Total Assets (A) from Box B, preceding page  $ __________________

12. Total the amounts from questions 3 through 11. **Total Assets**  $ __________________

13. YES ☐ NO ☐ Do you have any outstanding debts?

If yes, please explain: ____________________________________________________________

G. Personal Reference (for all household members 18 and older) (**excluding family members**)

Name ________________________________________________________________
Address ________________________________________________________________
Street __________________ City __________________ State ______ Zip ______
Telephone # ___________________ How do you know this person? ___________________

H. Vehicle/Driver ID (for all household members 18 and older)

Driver’s License# _______________________________ State Issued __________________________
Car Make ___________________ Color __________ Year ________ Lic. # _____________________
I. Emergency Contact *(Please list someone in the immediate area if possible)*

Name __________________________________________________________

Address __________________________________________________________

Street ____________________ City ____________________ State __________ Zip __________

Telephone # ____________________ Cell Phone # ____________________ Pager __________

J. Social Worker Information *(for all household members)*

Do you have a social worker? YES ☐ NO ☐ If yes, please provide the following:

Name of social worker: ____________________________________________

Telephone number of social worker: _________________________________

Agency affiliation of social worker: _________________________________

K. Signature Clause *(for all adult household members 18 and older)*

_______ initial I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for residency as may be necessary. I understand that any misrepresentation may result in the denial of my application.

_______ initial I authorize the YWCA Central Alabama, its subsidiaries, and its agents to investigate my credit worthiness through any credit bureau or other reasonable means and to undertake a criminal background check. By my signature below, I acknowledge that I have read this application and understand it.

_______ initial This application is not a rental agreement, contract or lease. All applications are subject to the approval of the owner, YW Housing Partners, Ltd., or its managing agent, the YWCA Central Alabama.

_______ initial It is the owner and managing agent’s aim to ensure that this residence is a drug-free zone. The use and sale of controlled substances will not be tolerated. By signing this application form, I verify my support for this policy.

**WARNING:** *This application is for housing that has received/receives federal funding from the U.S. Department of Housing and Urban Development. Title 18, Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States.*

_________________________  ________________
Signature/s  Date

The YWCA complies with Section 504 of the Rehabilitation Act of 1973 in providing individuals with a disability equal access to the services, programs and activities the YWCA offers. Upon request as set forth in the Resident Handbook, the YWCA will provide reasonable accommodations to individuals with disabilities.

All persons will be treated fairly and equally without regard to race, color, religion, sex familial status, disability, national origin or sexual orientation.

Return Completed Application Packet *(including ALL Required Materials)* to:

YWCA Central Alabama  •  309 23rd Street North  •  Birmingham, AL 35203