

Important!

One-third of all applicants are dropped from the waiting list due to unreported address changes. Do not let this happen to you. Report any change of address to the Spokane Housing Authority staff immediately!

Next Steps

Once Spokane Housing Authority receives your completed request to apply to the Project Based Waiting lists, SHA will add your name to the waiting list(s) that you have chosen in the order of the time and date that SHA receives your pre-application request.

As units become available, the property will contact SHA to request an applicant for their vacant units. SHA will send the next available applicant to the property for their initial pre-eligibility.

You will be contacted at that time to confirm that you are still interested in living at that particular property, and then the property will conduct a screening to determine your eligibility to live there.

If you are considered eligible at the property, you will then need to complete a Project Based Voucher application packet and submit that packet to SHA for eligibility screening. If you are denied by the property, then you will need to file an appeal with the property.

Upon confirmation of eligibility at the property, SHA will then determine if you are eligible for the Project Based Voucher Program. If you are eligible, a Project Based Briefing will be scheduled at SHA. Once the briefing is completed and the initial HQS inspection has passed, you will be required to sign a one-year lease with the property. If you are denied by Spokane Housing Authority, you will be sent a denial letter and will be eligible to appeal the denial.

Information on the Project Based Voucher Program

All Pre-Applications must be dropped off at 25 West Nora, Spokane, WA 99205 to our Customer Service Staff or placed in the Dropbox outside the building, you may also mail your application through the United States Postal Service. Applications may also be dropped off at the Apartments listed in this application, but you are encouraged to submit them at the Spokane Housing Authority location.

The Project Based Voucher Program (PBV) provides rental assistance to specific housing units that are contracted between the building owners and SHA. Unlike Housing Choice Vouchers, the Project Based Voucher rental assistance is tied to the specific housing unit. However, after a family completes one year of occupancy in the project-based unit and is considered to be in good standing with regard to program obligations, the family may request to transfer to the Housing Choice Voucher (HCV) program. Families transitioning from PBV to HCV will be given priority over other applicants on the HCV waiting list. If no Housing Choice Vouchers are available at the time of the family's request, the family will be placed on the top of the HCV waiting list.

The following pages include a list of project-based voucher properties, several of the properties listed have specific eligibility criteria, and while you may request to be added to any of the enclosed properties, final eligibility for tenancy will be determined at the time that a unit becomes available. If at that time your family is determined to be ineligible for tenancy at that specific property, you will be notified in writing and allowed the opportunity to appeal the denial.

Things to Remember

Please remember that your wait for assistance may be long. We cannot predict when your name will reach the top of the waiting list.

You must keep us informed, in writing, within 30 days of any changes to your contact information. It is your responsibility to make sure that the mailing address and contact information that you provided is reliable.

If, at any time, you do not respond to SHA's requests for information or scheduled appointments by the due dates established in mailed correspondence, or if at any time correspondence sent to you by SHA is returned as undeliverable, without a forwarding address, and we are unable to reach you by phone or email, then we will be unable to make any further attempts to contact you and your name will be removed from the waiting list.

Please print neatly in ink. All fields are required. **Incomplete, emailed, photocopied, or faxed applications will not be accepted.** If you are already on our tenant-based Section 8 waiting list your record will be updated using the information that you provide below. Due to the volume of applications received, we will not verify the receipt of mailed applications, but encourage you to keep the first page of this application packet as a reminder of Next Steps. We cannot be responsible for material that is illegible or missing.

Head of Household Information

Social Security Number	Phone (include area code)	Email address		
First Name	Middle Name	Last Name		
Address		City/Town	State	Zip Code
Shelter Name	Shelter Address	City/Town	State	Zip Code

Family Information

Write in the approximate amount of your family's gross (before taxes) annual income. Include all sources for all family members.

Gross annual household income \$ _____

List the Head of Household and all other members who will be living in the unit. Give the relationship of each family member to the head. For example: spouse/partner, son, daughter, aunt, grandmother, etc.

First Name	Last Name	Relation to Head	Birth Date	Age	Sex	Social Security Number
		Head of Household				

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

For Agency Use Only: Number of Household Members _____

Household Bedroom Size: 1BR 2BR 3BR 4BR 5BR

Check if the head of household/spouse/or co-head is: 62 years old or older Disabled

Check below if you require any of the following additional features:

Wheelchair accessibility Unit adapted for the hearing impaired Grab bars

Ground Floor Unit adapted for the visually impaired Other



Section 8 Project-Based Voucher Program
 Pre-Application for Housing Assistance
 Updated January 2023

25 W. Nora Ave.
 Spokane, WA 99205
www.spokanehousing.org

Is your household currently receiving supportive services (case workers, medical, mental/behavioral, housing assistance, or other related services) from an organization?

If so, please list the organization/s: _____

We collect data on race & ethnicity in accordance with federal regulations. People of various races may also be of Hispanic ethnicity. Please indicate if you are Hispanic. Your answers will not affect your application.

Race of head of household (You may choose more than one of the following)

American Indian/Alaskan Native ____ Asian ____ Black/African American ____ Native Hawaiian/Pacific Islander ____
 White ____

Ethnicity of head of household (Check only one)

Hispanic ____ Non-Hispanic ____

What is your current housing situation? (Check only one)

- I am homeless
- I live in a shelter
- I am living with friends/relatives
- I live in Public Housing
- I live in a transitional housing program
- I live in subsidized housing
- I am currently a Section 8 voucher holder
- Other

Location of Project-Based Properties

Property Name	Property Address	Wheelchair Accessible?	Property Information
Arrowleaf Village	380 S. Aspen St, Airway Heights, WA	Yes	4 1-bedroom 4 2-bedroom 1 3-bedroom
Bel Franklin	225 N Division, Spokane, WA	No	7 Studios 1 1-bedroom
Casas Salvadas	1024 W. Boone Ave, Spokane, WA	No	2 1-bedroom 1 2-bedroom
Cedar West	4018 W Rowan, Spokane, WA	Yes	24 1-bedroom 17 2-bedroom
Clare View (55+, HOH disabled preference)	3202 S Palouse Hwy, Spokane WA	Yes	7 1-bedroom



Phone: (509) 328-2953 TTY/TDD: 711 Fax: (509) 327-5246

If you or anyone in your family is a person with disabilities and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.



Homeyard Cottages	3080 N Hemlock, Spokane, WA	Yes	4 Studios; 3 1-bedroom; 9 2-bedroom; 3 3-bedroom
Sharon Lord	1203 N Madison, Spokane, WA	Yes	4 2-bedroom
Summit View	820 N Summit Blvd., Spokane, WA	No	5 1-bedroom 16 2-bedroom 5 3-bedroom
Parsons	108 S Jefferson St., Spokane, WA	Yes	46 1-bedroom 4 2-bedroom
Walnut Corners	1423 W Broadway/1403 W Mallon, Spokane, WA	Yes	17 1-bedroom; 9 2-bedroom; 2 3-bedroom

Certification of Applicant

Please read the statement below carefully. By signing, you are agreeing to its terms.

I hereby certify that the information I have provided in this pre-application is true and accurate. I understand that:

- ✓ any misrepresentation or false information will result in my application being cancelled or denied, or in termination of housing assistance;
 - ✓ this is a pre-application for project-based rental assistance through SHA and is not an offer of housing;
 - ✓ at the time I come to the top of a waiting list, I will be required to provide verification of the information I have provided here, in accordance with federal housing regulations and SHA policy;
 - ✓ it is my responsibility to notify SHA in writing of any change in family size or composition that might affect the number of bedrooms my family requires and my failure to do so may affect my place on the waiting list;
 - ✓ my participation in the Section 8 housing program is subject to my being eligible and in compliance with HUD and SHA regulations; and that I will be subject to a criminal background screening
- I agree that SHA can share my information with other state agencies for the purposes of determining program eligibility.

Signature of head of household _____ **Date** _____