

Chancery Place Apartments will begin accepting pre-applications for their waitlist on **January 1<sup>st</sup>, 2015**. All units are one bedroom/one bath. Rent is based on 30% of income and is subsidized by HUD.

Pre-applications, Tenant Selection Plan and ADA paperwork can be downloaded and printed from [www.ccsww.org](http://www.ccsww.org) or mailed to you by request. Applicants may return the completed pre-application and ADA paperwork in person during business hours, or faxed or mailed to the **Chancery Place Apartments** office.

Applicants will be considered on a first-received, first-reviewed basis, based upon the date that the completed and signed application is received by management. All pre-applications must be submitted with all required supporting documentations; incomplete applications cannot be processed and will lead to denial of waitlist placement.

To qualify applicants must meet the following criteria:

- Head of Household or spouse is 62 years of age or older

OR

- If under the age of 62 years, the head of household or spouse has a proven physically disabled and is in need of the four or more of design features of a fully accessible apartment.

AND

- Applicant(s) must meet certain credit and criminal history standards as listed in the Tenant Selection Plan.
- Provide proof of citizenship for household members as well as social security numbers for members of the family six years of age and older.
- Applicants must earn less than 50 percent of the area median income for their household size – **\$25,550** for a single individual and **\$36,500** for a family of two

Completing a pre-application does not automatically qualify you nor does it automatically make you eligible to be placed on the waiting list. Eligibility for the waiting list will be determined after the pre-application has been reviewed. Once a determination of eligibility for the waiting list is made, you will be notified by mail. When your name comes to the top of the waiting list, you will be notified to attend an interview to complete a full application. Final determination of eligibility for the program will be made after all verifications have been returned.

For applications contact these properties:

Chancery Place Apartments  
910 Marion St. #105  
Seattle, WA 98104  
Phone: 206-343-9415  
Fax: 206-343-0680

Catholic Housing Services is committed to providing equal opportunity in the provision of housing. We do not discriminate on the basis of race, color, religion, sex, disability, national origin or familial status. If you have any questions about the application process, please call the Program Director of the building(s) to which you applied.

