

## YWCA Madison Housing Application

Thank you for submitting an application for housing at YWCA Madison. We require one professional reference, verifiable income, and two years of housing history. We also conduct a criminal background screening. Completed applications can be dropped off in person or mailed to YWCA Madison (101 E. Mifflin St, Madison, WI 53703). Applications can also be faxed to (608) 257-1439.

Once you have submitted a completed application, our housing staff will contact you to schedule an application interview for the program you are applying to. **Please note, application interviews are a required part of our application process.** After this interview, staff will begin processing your application. If applying to a family based housing program, please make sure to have all documents listed on the program cover sheet, in order for your application to be processed as quickly as possible.

<b>For YWCA Madison Use Only</b>
Date Received: _____ Received By (staff): _____
Housing Program: _____
Date Applicant Was Contacted: _____ Contacted By (staff): _____
<b>Application Interview Date:</b>
<b>Section 42 Processing Date:</b>

Today's Date: \_\_\_\_\_ Desired Move-in Date: \_\_\_\_\_

### Household Information

First Name, Middle Initial, Last Name	Preferred Name and Pronouns	Relationship	Date of Birth
		Self	

Have you ever lived at the YWCA before? YES NO

If yes, when? \_\_\_\_\_

Have you applied to the YWCA before? YES NO

If yes, when? \_\_\_\_\_

Have you gone by any other names? YES NO

If yes, list all other names you have gone by: \_\_\_\_\_

### Contact Information

If your contact information changes at any time, please call to update your contact information.

Phone Number: \_\_\_\_\_ Alternative Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Student Status and Accommodations**

Are you a full time student? YES NO If yes, where? \_\_\_\_\_

Accessibility Accommodation Requested: YES NO

**Professional Reference**

Could be a mentor, social worker, teacher, pastor, supervisor, etc. (Family members and friends are not considered a professional reference.)

Name	Relationship	Phone Number	Email

**Verifiable Income**

List all sources of income including employment, SSI/SSDI, Child Support, etc.

Income Source/Employer	Monthly Income	Contact Phone #	Fax

**Financial Assistance**

*If you have financial assistance from a community organization, this is not considered as income, but rather a cash gift on your behalf.*

Will you receive financial assistance: YES NO Anticipated amount of assistance: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Name of Voucher/Program: \_\_\_\_\_

Agency phone number: \_\_\_\_\_ Agency Case Manager: \_\_\_\_\_

**Housing History**

We require two years of housing history (staying with family/friends, shelter, lease, etc.) You must include all requested information below. Housing history must be verifiable. If information is missing, your application will be considered incomplete and will not be processed.

Example	
<p><b>Previous Address:</b> 123 ABC Lane, Apt D, Madison WI, 12345  <b>Management Company/Landlord Name:</b> John Smith (Friend)  <b>Landlord Phone Number/Fax Number:</b> (123) 456-7890  <b>Monthly Rent:</b> No rent  <b>Reason for Leaving:</b> Staying with friend, need permanent housing  <b>Dates:</b> 10/12/18 - 12/31/18</p>	<p><b>Previous Address:</b> Salvation Army (Madison)  <b>Management Company/Landlord Name:</b> Salvation Army  <b>Landlord Phone Number/Fax Number:</b> (608) 250-2200  <b>Monthly Rent:</b> No rent  <b>Reason for Leaving:</b> Temporary Shelter  <b>Dates:</b> 10/7/18 - 10/11/18</p>

**Current Address:**

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Landlord/Management Company:

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Landlord Phone Number:

Fax:

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Monthly Rent:

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Reason for Leaving:

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Dates from (month/year):

to

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**Previous Address:**

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Landlord/Management Company:

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Landlord Phone Number:

Fax:

---

Monthly Rent:

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Reason for Leaving:

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Dates from (month/year):

to

---

**Previous Address:**

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Landlord/Management Company:

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Landlord Phone Number:

Fax:

---

Monthly Rent:

---

Reason for Leaving:

---

Dates from (month/year):

to

---

**Previous Address:**

---

Landlord/Management Company:

---

Landlord Phone Number:

Fax:

---

Monthly Rent:

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Reason for Leaving:

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Dates from (month/year):

to



## Criminal Background Check

### **YWCA Madison conducts a criminal background check on all applicants.**

Past criminal conviction record for offenses that bear a substantial relationship to tenancy, such that a reasonable person would have a justifiable fear for the safety or property of YWCA Madison, its employees and/or tenants may lead to denial.

Examples of offenses that would bear substantial relationship to tenancy include:

- Criminal activity involving violence to persons such as murder, child abuse, domestic violence, dating violence, sexual assault, stalking, battery, aggravated assault, assault with a deadly weapon.
  - Criminal activity that requires an individual to be placed on the National Sex Offender Registry.
- Criminal activity involving violence to or destruction of property, such as arson, vandalism, theft, burglary, criminal trespass to a dwelling.
- Manufacture or delivery of a controlled substance.
- Operating a drug dwelling.
- Possession with intent.

An application will be denied if:

1. Less than 4 years have passed since any criminal felony conviction(s).
2. Less than 2 years have passed since any criminal misdemeanor conviction(s).

Please note - No time limit applies if the offense must be reported under the Sex Offender Reporting Requirements.

### **Is there anything you would like to explain related to your criminal background?**

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### **Signature Clause**

I certify the answers given here are true and accurate to the best of my knowledge.

I authorize the YWCA Madison to contact the persons or agencies listed on this application for the purpose of determining my ability to live in the YWCA Madison residence. This includes releasing to and obtaining information from those persons or agencies listed on this application.

I understand that any misrepresentations will result in the denial of my application. I have read this application and understand it.

***This application is not a rental agreement, contract, or lease. All applications are subject to the approval of the YWCA Madison Operations Department.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_