

## Singles Housing Program

**Please carefully read the following information before completing this application**

The Singles Housing Program provides affordable housing and services to support residents in pursuing goals, accessing resources and maintaining a healthy, stable home for themselves. Please note, case management services are not provided. Instead, the Singles Housing Coordinator works with residents to make referrals and connect residents to community resources. The program offers 80 units located on the 6-10th and 12th floors of the YWCA at 101 East Mifflin Street. Units are furnished and include use of hallway phones and kitchens. Singles Housing offers several different unit options:

- 24 Small SROs (single room occupancy) with shared bathroom
- 11 Medium SROs with private ½ bathroom (toilet and sink) and a shared bathtub
- 18 Large SROs with private ½ bathroom (toilet and sink) and a shared bathtub
- 14 Large SROs with private bathroom/shower
- 5 Efficiencies
- 2 One bedroom apartments
- 6 Premium large apartments

Rents start at \$450.00 and go up depending on the size and type of unit. Cable television is provided in shared lounges but is not available in apartments. **Off-street parking is NOT offered by the YWCA.** Parking can be very difficult and expensive. There is good bus access on the Capital Square.

### Application Process Guide

#### **Phase 1 - Application Interview and Program Overview**

- Applicant has submitted a completed YWCA Housing Application
- Applicant has completed an application interview with the Singles Housing Coordinator
- Applicant has received a program overview and tour of unit
- Applicant has submitted documents required to move on to Phase 2:
  - Employer Contact Information or 3 months of most recent check stubs
  - Social Security Award Letter, if any (within the last 3 months)

#### **Phase 2 - Section 42 Certification**

- Applicant has completed their Section 42 appointment with YWCA's Property Manager
- Applicant and Property Manager have discussed rental rates
- Applicant's income has been verified. Personal reference and housing references have been received
- Applicant's background check has been completed

#### **Phase 3 - Approval & Move In**

- Applicant has been contacted by the Property Manager and notified of approval
- Applicant has scheduled date to sign their lease and complete a program intake

#### **To apply for the Singles Housing Program**

1. Complete and submit the application in one of the following ways:
  - Mail:** YWCA Madison, 101 E Mifflin St, Madison, WI 53703
  - Email:** Rachel Hernandez; rhernandez@ywcamadison.org
  - Fax:** (608) 257-1439
2. Incomplete applications will not be considered