

ECONOMIC DISPLACEMENT RELOCATION ASSISTANCE (EDRA): Application Instructions

The EDRA program gives income-qualifying tenants that have received a 10% or more rent increase the chance to apply for money to help move. **To apply, please:**

1. Fill out all pages within this **application packet**.
2. Attach all necessary **supporting documentation**. You will need to prepare:
 - Proof that you have notified your landlord in writing of your intention to move
 - Copy of rental agreement (or proof of rent costs)
 - Rental increase notice(s)
 - Proof of all household income for last year and this year (or Personal Sworn Declaration if your household has no income or no formal proof of income).
3. Mail or fax it to the Seattle Department of Construction and Inspections (SDCI).

Application Process and Timeline

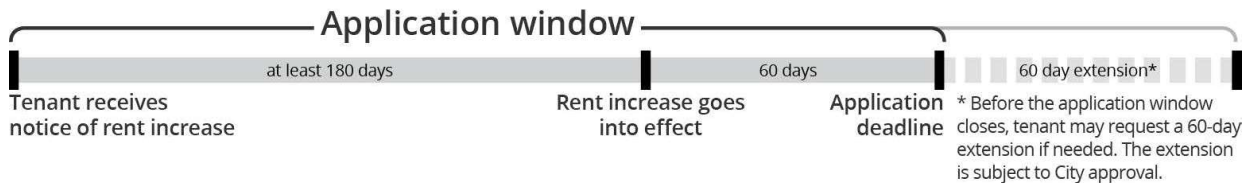
1. **Before applying, see if you meet all 3 eligibility requirements** for this benefit, which are:
 - You have received a notice on or after 7/1/2022 that increases your total housing costs by at least 10%. This could be a single notice of increase or multiple increases over 12 months.
 - You have a total household income at or below 80% of the Area Median Income (AMI).

Household size	1	2	3	4	5	6	7	8
80% AMI (2023)	\$70,650	\$80,750	\$90,850	\$100,900	\$109,000	\$117,050	\$125,150	\$133,200

- You have committed to move out by notifying your landlord in writing. Generally, the move-out date should be the end of the rental agreement or the end of the monthly rental period if a tenant is month-to-month.

Not sure if you meet the criteria? Please call us at 206-684-5700 to discuss your situation.

2. **Fill out an application.** Tenants can apply any time after receiving a rent increase notice (up to 60 days after the increase goes into effect).



If you can't apply in this timeframe, please call 206-684-5700 to discuss options *before* the application deadline. Please note: Applying does not guarantee eligibility for payment.

3. **SDCI will review your application and notify you of a decision** within 10 days of receiving your completed application. If you are eligible for assistance, SDCI will issue a check to your Household Representative within 14 days of notification of eligibility. You will be required to vacate by the move-out date submitted in your application.

More Information

For questions or more information about this benefit, please see our website (www.seattle.gov/rentinginseattle/edra) or call 206-684-5700.

For a list of other programs and organizations that may be able to provide you with assistance, please visit <https://www.seattle.gov/rentinginseattle/renters/resources-for-renters>.

To Request Interpretation and Language Assistance

To request interpretation, call 206-684-5700.

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若需要翻譯，請撥打 206-684-5700.

ដើម្បីស្នើសុំសេវាកម្មបកប្រែ សូមទូរស័ព្ទមកលេខ 206-684-5700.

통역요청은 206-684-5700 로 연락하여 주십시오.

ຮ້ອງຂໍລ່າມແປພາສາປາກເບົ້າ, ໃຫ້ໂທຫາ 206-684-5700.

Nama afaan hiiku yook barbaaddan, 206-684-5700 bilbilaa.

Чтобы заказать переводчика, звоните 206-684-5700.

Si aad u dalbato tarjumaad, soo wac 206-684-5700.

Si necesita interpretación llame al 206-684-5700.

Para humiling ng interpretasyon, tumawag sa 206-684-5700.

สำหรับบริการล่ามแปลภาษา กรุณาโทรติดต่อที่หมายเลข 206-684-5700

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Để yêu cầu phiên dịch, gọi 206-684-5700.

ECONOMIC DISPLACEMENT RELOCATION ASSISTANCE (EDRA): **Application**

Section 1. Address & Contact

1a. Address

Street Address

Unit or Apartment Number (if any)

Zip Code

1b. Household Representative Contact

Your household needs to designate a **household member to apply, manage correspondence, and receive payment** if relocation assistance is issued. That person is called the “Household Representative.” This person can only represent one household.

What is a household?

A household is often a **group of related people such as a parent and children**. Some examples of households include:

- Single individuals
- Married couple or domestic partners
- Parent(s) with children
- Extended families that include parents, grandparents, grandchildren, and siblings.

Your **housing unit (house or apartment) may have more than one household** living in the unit. Some examples of how households may live in housing units include:

- A house that has 5 bedrooms, each occupied by unrelated adults (5 households)
- An apartment where a parent and child live (1 household)
- A house where a family sublets a room to an unrelated friend (2 households)
- An apartment where 6 people live, each as part of a couple in a domestic partnership (3 households)
- An apartment where grandparents are raising their grandchildren and there are 2 unrelated roommates (3 households).

Some factors you may consider in identifying what constitutes your household are shared finances, domestic relationship between the parties, an intention to move out together, etc. Although there may be more than 1 household in the housing unit, **each individual in the housing unit may only be a member of 1 household**.

If you have questions about how to define your household, please call us at 206-684-5700 for guidance before submitting your application.

Household Representative First and Last Name

Household Representative Phone Number

Household Representative Email Address

This person is 18 or older.

1c. Submitter Contact (if Different from Household Representative)

If you are the **case manager, social worker, interpreter, or other provider filling out this application on behalf of the Household Representative**, please add your contact information here.

If you are the Household Representative, leave this section blank.

Submitter Contact First and Last Name

Submitter Contact Phone Number

Submitter Contact Email Address

Section 2. Household

Please provide information about the people in your household.

Reminder: A household is often a group of related people such as a parent and children. A single individual may also be their own household. Your housing unit (house or apartment) may have more than one household. For more information on defining your household, see Section 1b.

2a. Household Move Out Date

Please note, the household move out date must comply with the terms of your existing rental agreement.

2b. Designated Household Representative

By signing,

- I agree to act as the Household Representative, apply for Economic Displacement Relocation Assistance (EDRA), and receive authorized payments for our household.*
- I agree to move out on or before the listed move out date.*

I certify that all the information and documents provided as part of this application are true and complete and that no information that would affect an eligibility decision has been omitted, to the best of my knowledge.

First and Last Name

Signature

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2c. Other Household Members

Please list **all other members of your household** (including children) and have all household members 18 or older sign this agreement:

By signing, I agree to designate the person named above as the Household Representative and authorize them to apply for Economic Displacement Relocation Assistance (EDRA) and receive authorized payments for our household. I agree to move out on or before the listed move out date.

First and Last Name	Signature (if 18 or older)

Section 3. Rent & Property Contact

Provide details about your current rent and the recent increase. Please include all housing cost increases as part of your rental increase, including:

- Base rent
- Utilities (if paid directly to the landlord)
- Recurring monthly charges paid directly to the landlord (e.g., storage, parking, pet rent).

3a. Housing Unit (House, Apartment or Room) Rent

Please provide the current and proposed rent **for your housing unit**. This information is used to calculate the amount of relocation assistance for your household.

What is a housing unit?
 A housing unit is a house, apartment, or individual room that is rented out under a **single rental agreement** (formal or informal).
 There could be more than 1 housing unit within a single dwelling if the space is rented under separate rental agreements (for example, if 4 unrelated college students live together in a house under 4 separate rental agreements, this would be considered 4 housing units).
 Please note that **multiple households may share a single housing unit** (for example, 2 unrelated roommates sharing an apartment under a single rental agreement).
 For the purpose of this application, please report the rent for the housing unit covered by your rental agreement.

(3a. continued)

Number of *HOUSEHOLDS* Living in your Housing Unit (House/Apartment/Room)

For more information on defining your household, see Section 1b.

Names of People in *OTHER HOUSEHOLDS* that Share Your Housing Unit (if applicable)

Fill this out if your household shares your house/apartment/room with other household(s) under the same rental agreement. Skip if your household is the only one living in your housing unit.

Rent *Before* Increase(s) for your Housing Unit (House/Apartment/Room)

*Please record the **total rent paid for your house/apartment/room** (even if it is paid by multiple people or part of it is covered by other rent assistance such as a housing stipend. Having rent assistance will not affect your eligibility for this benefit.).*

Proposed Rent *After* Increase(s) for your Housing Unit (House/Apartment/Room)

Would you like to share anything else with us about your rent? (optional)



3b. Property Contact

Please tell us who we can contact to find out more about your rent increase. This is likely your landlord or property manager.

Property Contact First and Last Name (if known)

Property Contact Phone Number (if known)

Property Contact Email Address (if known)

Section 4. Income

Please provide information about your household's prior year income as well as income earned in the current calendar year.

Examples of income include:

- Wages, salaries, tips
- Income from self-employment
- Social security and retirement payments
- Public assistance payments (TANF, GAU, SSI)
- Parental support for dependents
- Unemployment or worker's compensation
- Support or alimony payments from non-household members
- Education grants
- Investment income (dividends, interest, royalties)
- Gain from sale of capital goods or equipment
- Rental income from property owned by a household member
- Income from estates and trusts
- Annuities, pensions, retirement, or veteran's benefits
- Old age, survivor, or strike benefits
- Money received from family or friends on a consistent basis

4a. Household Income

Household income before taxes and deductions for THIS year (so far)

Household income before taxes and deductions for LAST year

Would you like to share anything else with us about your household income? (optional)



Section 5. Documents

Please attach the following documents as part of your application.

5a. Move Out Documents

- Proof that you have notified your landlord in writing of your intention to move

5b. Rent Documents

- Copy of rental agreement OR (if you don't have a formal rental agreement) proof of rent costs for the length of time you have been there, up to 12 months before the start date of the most recent rent increase.
- Rental increase notice(s)

5c. Household Income Documents

Important: Be sure to remove or block out any account numbers or social security numbers on attachments (we don't need that information).

- Proof of all household income (before taxes and deductions) for THIS year (so far)
- Proof of all household income (before taxes and deductions) for LAST year

OR

- Personal Sworn Declaration (only to be used if household has no income or cannot provide formal proof of income). Download a blank form at www.seattle.gov/rentinginseattle/edra

Examples of documents you could send to prove your household income include:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Tax returns/W2s/1098 or 1099 tax forms • Pay stubs • Unemployment, Social Security, or DSHS benefit determination letters | <ul style="list-style-type: none"> • Retirement benefit statements • Child support award letters |
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If you do not have some of the required documentation, please contact SDCI's Renting in Seattle at 206-684-5700 for further assistance.

Section 6. Review & Submit

6a. Review

Please review your application to make sure all information is complete and accurate, and that all documents are included.

6b. Submit your Application

Send your completed application and documents by mail or fax to:

SDCI Economic Displacement Relocation Assistance Coordinator
700 Fifth Ave., Suite 1900, P.O. Box 34029
Seattle, WA 98124-4019

Fax: 206-386-0771