



## **Requirements for Housing Application Individual Assessment**

You do not meet our minimum criminal and court eligibility criteria. As outlined in our Housing Policies and Procedures, you may request an Individual Assessment of your criminal history and subsequent rehabilitation. This Individual Assessment will be conducted by a blind panel of staff, and no further appeal of their final decision will be allowed.

To request an Individual Assessment, you must provide at minimum the following documents. There is no maximum to the amount of documents you may submit, and it is recommended that you submit as many documents as required to wholly explain your household's criminal history and proof that your household has sufficiently rehabilitated and is not at high risk of reoffending.

### **Required:**

- **Personal Statement** Outline the circumstances of your arrest(s) and conviction(s), how you have repaid your debt to society, the steps you have taken to rehabilitate yourself, and why you should not be considered a risk of reoffending.
- **CHH Housing Application**
- **Criminal Background Screening Authorization Form and Payment**
- **At Least 3 Additional Documents from the List Below**

### **Preferred:**

- **Certificate(s) Showing Completion of or Participation in Rehabilitation Program(s)**
- **Proof of Enrollment in School or Training Program or Diploma**
- **Police Report(s) or Incident Report(s)**
- **Proof of Stable Routine** Such as current consistent employment, volunteer work, program participation, etc.

### **Acceptable:**

- **Letters of Recommendation or Statements** From Social Workers, Parole Officers, Judges, Advocates, Employers, etc.

Individual Assessment hearings will be held the Wednesday of every week, as necessary. Complete Individual Assessment packets must be received by the Friday prior to be heard at the following Wednesday's panel.

## Capitol Hill Housing Application Process

Unit becomes vacant, Site staff turn unit, and unit is advertised on website as available



Potential applicant calls main CHH office to determine eligibility via phone interview



If determined eligible by phone interview, potential applicant contacts site staff to view available unit



After viewing unit, applicant comes in to main CHH office to complete Application, provide identification documents and background screening fee



Application is time stamped, appointment is made with Leasing staff to complete funder required documents, background screening is started



Applicant provides proof of income and assets and signs authorization forms at Leasing appointment, Leasing staff gather all income and asset information and create certification, Leasing staff reviews all application documents for eligibility



Compliance staff performs second review of all application documents for eligibility



If approved, applicant sets appointment to sign lease, pay deposit and first month rent, get keys and do walkthrough inspection