



## COMMUNITY ROOTS HOUSING

1620 12th Avenue, Suite 205, Seattle WA 98122 | Phone: 206-329-7303 | Fax: 206-329-1857

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

If you do not meet our eligibility criteria as outlined in our Housing Policies and Procedures; you may request an Individual Assessment of adult sex offender status and/or your rental history, mortgage or references. This Individual Assessment will be accepted and reviewed anonymously by a panel of staff. Personal information will be redacted for all applicants. No further appeal of their final decision will be allowed.

To request an Individual Assessment, you must provide the documents listed below. There is no maximum to the number of documents you may submit, and it is recommended that you submit as many documents as required to fully explain your sex offender status and/or rental history.

**You will have 72 hours to return the necessary forms to Community Roots Housing from time of notification of denial. The panel of staff review Individual Assessments weekly.**

Please check off the documents that you have included in your Individual Assessment Application packet.

### **Individual Assessment Based on Sex Offender Status**

#### Required Documents:

- Personal statement outlining the circumstances of your arrest(s) and conviction(s), the steps you have taken for rehabilitation, and why there isn't a risk of reoffending.
- Community Roots Housing Application
- Criminal Background Screening Authorization Form and Payment

#### At Least 3 Additional Documents (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.
- Letters of recommendation or statements from social workers, parole officers, judges, advocates, employers, etc.

### **Individual Assessment Based on Rental history, Mortgage, or References**

#### Required Documents:

- Personal statement outlining the circumstances of your rental history. Please address any issues which may have led to a negative (or lack of) reference from a present or past landlord. Please explain the circumstances and how issues were resolved.
- Community Roots Housing Application
- Background Screening Authorization Form and Payment
- Proof of payment for outstanding balances due to past rental history

#### Additional Documents (Preferred):

- Police report(s) or incident report(s)
- Proof of stable routine such as current consistent employment, references from neighbors, volunteer work, program participation, etc.
- Letters of recommendation or statements from social workers, parole officers, judges, advocates, employers, etc.