



## Kitsap Eviction Prevention Assistance (KEPA) Pre-Application

(Includes Rental Assistance and Utilities Assistance for Rental Tenants)

### Overview

- **Program:** Assistance for qualified Kitsap County Residents with past due utilities or past/future rent
- **Eligibility:** Renter households earning under 50% Area Median Income and affected by the COVID-19 Pandemic. A Tenant or a Landlord may submit the pre-application, but both must participate in the process.

Kitsap County	Number of Persons in Family							
50% Annual Area Median Income Limits	1	2	3	4	5	6	7	8
	\$32,950	\$37,650	\$42,350	\$47,050	\$50,850	\$54,600	\$58,350	\$62,150

<b>I am the:</b> <input type="checkbox"/> Landlord <input type="checkbox"/> Tenant		<b>I am applying for:</b> <input type="checkbox"/> Rental Assistance <input type="checkbox"/> Utilities Assistance		<b>Today's Date:</b>	
<b>Tenant Name:</b>		<i>First</i>		<i>Last</i>	
<b>Tenant Address:</b>					
<b>Tenant Phone:</b>			<b>Tenant Email:</b>		
<b>Landlord Name:</b>		<i>First</i>		<i>Last</i>	
<b>Landlord Address:</b>					
<b>Landlord Phone:</b>			<b>Landlord Email:</b>		
<b>**Admin Only**</b>		<b>Referring Agency:</b>			

### INCOME ELIGIBILITY: Must be under 50% AMI (see chart above)

List ALL household members below, starting with yourself as Head of Household. List ALL household income below for each household member. Please list each person with income, each source of income, and the monthly \$ amount.

Full Name (First Name, Last Name)	Age	Date of Birth	Gender Identity <sup>1</sup>	Race(s) (see key below <sup>2</sup> )	Hispanic Y/N	Relationship To You	Source of Income <sup>3</sup>	Current Monthly Income
						SELF		
<b>Household Total Current Monthly Income:</b>								
<b>Household Total Annual Income (Multiply monthly income by 12):</b>								

<sup>1</sup> (M=Male, F=Female, MTF = Trans Female, FTM = Trans Male, GC= Gender non-conforming, R=Refused/Don't know)

<sup>2</sup> (B=Black/African-American, A=Asian, N=Native American/Alaskan Native, P=Pacific Islander, M=Multiracial, W=White, R=Refused/Don't know)

<sup>3</sup> Examples: Employment, SSI, SSDI, TANF, Unemployment, Child Support, etc.

**HOUSING STATUS**

Tenant’s Monthly Rent Amount: \$ \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_ Is your housing subsidized?  Yes  No

Do you currently owe back rent?  Yes  No If **YES**, how much do you owe? \$ \_\_\_\_\_

For which months do you owe? \_\_\_\_\_

**UTILITIES**

Are you requesting help with past due utilities?  Yes  No

Are you requesting utility assistance only?  Yes  No

Utility: \_\_\_\_\_ Amount Owed: \_\_\_\_\_

Utility: \_\_\_\_\_ Amount Owed: \_\_\_\_\_

Utility: \_\_\_\_\_ Amount Owed: \_\_\_\_\_

**HOUSING CHALLENGES**

Does your household have any of the following disabilities or barriers to housing?

- Previous experience of homelessness within the last 5 years (include couch surfing/double up) ---  Yes  No
- Eviction History in the last 7 years ---  Yes  No
- Has your housing ever been disrupted due to household member race, ethnicity, gender identity, sexual orientation, or religion? ---  Yes  No
- Over the age of 62 or have underlying health conditions that put you at risk of severe illness ---  Yes  No
- Disability of any member of the household. Includes a physical, developmental, mental, or emotional impairment, including impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury. A person with HIV/AIDS is considered disabled for this program. ---  Yes  No
- If you are under the age of 24, have you/are you a recipient of any of the following: foster care, adoption, mental health, drug, or alcohol treatment, court systems? ---  Yes  No
- Do you have a mental health diagnosis? ---  Yes  No
- Are you currently receiving behavioral health or substance use treatment? ---  Yes  No

**FINANCIAL HARDSHIP**

One or more household members are unemployed ---  No  Yes Dates of unemployment: \_\_\_\_\_

Household has experienced a financial hardship directly or indirectly due to the COVID 19 pandemic. ---  Yes  No

**DOCUMENTATION**

<b>PLEASE SUBMIT THIS PRE-APPLICATION WITH THE FOLLOWING:</b>		
<b>1. Copy of Lease</b>		
<input type="checkbox"/> Lease attached	<input type="checkbox"/> I have a lease, but need help obtaining it	<input type="checkbox"/> I do not have a lease
<b>2. Proof of Income or Unemployment Benefits (This can also be a 2020 tax return or W2)</b>		
<input type="checkbox"/> Proof of income attached	<input type="checkbox"/> I have proof of income, but need help obtaining it	<input type="checkbox"/> I don’t have proof of income
<b>3. Utility Bills (If applicable)</b>		
<input type="checkbox"/> Utility bill attached	<input type="checkbox"/> I need help obtaining it	<input type="checkbox"/> Not requesting utility help

*\*\*Please note this pre-application can be submitted without documentation, but processing times might be delayed\*\**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**CLIENT CONSENT TO SHARE INFORMATION WITH YOUR LANDLORD AND KEPA LIAISON**

**PURPOSE OF THIS FORM**

The purpose of this form is to obtain your consent to share your information with your landlord regarding your housing.

**PLEASE READ THE FOLLOWING CAREFULLY**

\_\_\_\_\_ (Agency name) is requesting your permission to share your housing information and records within the agency and with your landlord.

You are not required to give your consent to share this confidential and personal information.

If you do agree to share your confidential information and personal records, this information will be shared with your landlord only on a need-to-know basis.

The sole purpose of revealing this information will be to enable the staff of this agency to provide you with appropriate level of services.

If you do not consent to share your confidential information and records, those records will only be shared to the extent allowed by state and federal law.

I, \_\_\_\_\_, authorize the agency listed above permission to speak and/or contact the following person and/or organization regarding my housing.

**LANDLORD**

**KEPA LIAISON**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I voluntarily allow the above named parties to obtain and/or release information regarding my housing. I understand this information will not be forwarded to anyone other than the parties listed above, without my written permission. I can revoke this consent at any time. This consent form expires December 31, 2021.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**