

Housing Waiting List Process



STEP 2 Assignment of Home

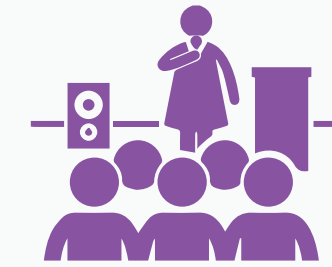
To avoid overcrowding, the Housing Department matches family size to the bedroom size of Low Rent homes in accordance with the Occupancy Standards. Such standards may be waived when necessary to achieve or maintain full occupancy.



STEP 3

Notification to Families

The family selected will be notified of the approximate date the home will be ready for occupancy. At the same time all family members over 18 will be required to take a mandatory urinalysis (UA). Failure to report for a UA without prior approval by Housing management will be deemed a dirty UA. All those tested will be required to sign a release of information. Refusal to sign a release will be considered a dirty UA. After applicants pass the UA the family will meet with Housing staff to fill out paperwork (rental agreement, etc.). Upon acceptance of the offer, a Rental Agreement will be signed with the tenant and a \$500.00 refundable deposit, will be required upon move-in, along with any rent monies for the first month.



STEP 4

Orientation

All applicants shall be required to attend a tenant orientation prior to being approved for occupancy.

STEP 5

Failed Test



If any of the family members fail the UA, the family will remain on the waiting list, and those said family members who have failed will be required to obtain a Family Services evaluation and comply with the recommendations of the evaluation. If the family members comply and have taken these measures within the time frame of thirty (30) days, the family will be allowed to remain on the waiting list but moved to the bottom of the list. If the family does not comply with the above policy they will be removed from the waiting list.

If the selected family does not respond to the Housing Department's notification of a vacancy with 10 business days or does not provide the necessary information within the required time the applicant will be removed from the waiting list and the Housing Department shall proceed to select the next eligible family.



STEP 6 Rejection of Offer



STEP 1

Order of Selection/Priorities

The following preference will apply to all applicants:

- Families whose head and/or spouse is an enrolled member of the Tulalip Tribes and a veteran.
- Families whose head and/or spouse is an enrolled member.
- Families who have at least one Native American enrolled in a federally recognized tribe.
- All other applicants.

Applicants who reject an offer of selection are moved to the bottom of the waiting list, except that the following circumstances will not count as rejections:

- The applicant is unable to move at the time of the offer and presents clear substantiating evidence, (for example, a doctor's verification), that the applicant is physically unable to relocate at the time required.
- Accepting the offer would result in verified undue hardship to the applicant, such as temporary or seasonal employment, participation in education, or similar situations.