

# RENTAL VOUCHER APPLICATION PROCESS

1

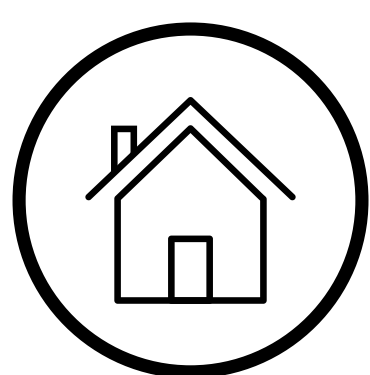
## TRIBAL MEMBER APPLIES FOR ASSISTANCE



A Tulalip Tribal Member who is 18 years or older applies. The Rental Voucher Specialist reviews the application to ensure all necessary documents are included and correctly filled out. Verification of income and Tribal ID are also submitted. Finally, the applicant is placed on the waitlist.

2

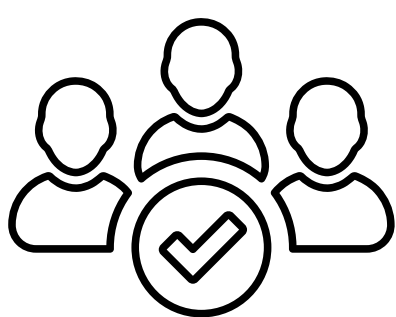
## A RENTAL VOUCHER BECOMES AVAILABLE



When a rental voucher becomes available, the Rental Voucher Specialist will review the Rental Voucher Waitlist. They will select the Tribal Member at the top of the Rental Voucher Waitlist, depending on the room size of the available rental unit.

3

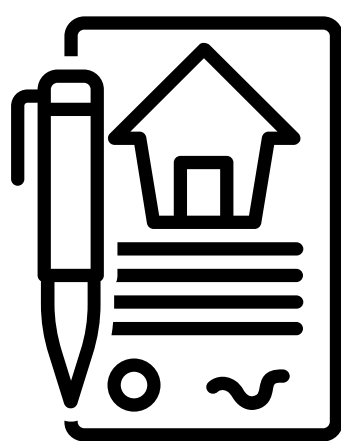
## DETERMINE ELIGIBILITY



To determine eligibility for the program, the Rental Voucher Specialist will verify the Tribal Member's employment, household income, and other criteria per the HUD guidelines. If the Tribal Member is approved, they will receive a congratulatory letter.

4

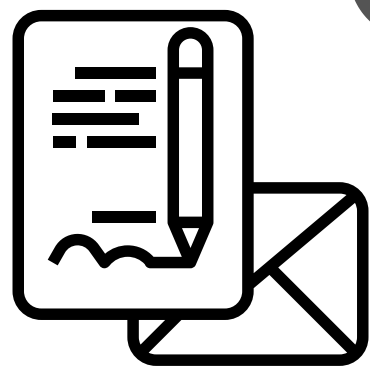
## APPLICANT SUBMITS LEASE AGREEMENT



The applicant will have 30 days to submit a signed Lease Agreement to the Rental Voucher Specialist, along with the Rental Voucher Agreement signed by both the Tribal Member and the Landlord or Property Manager. The Rental Voucher Specialist will also conduct an Environmental Review, which the Chairperson will sign.

5

## LETTER OF INTENT



A Letter of Intent will be sent to the Tribal Member, specifying the monthly payment amount that the Tribe will provide and the expiration date of the Rental Voucher Agreement.

**\*\*To maintain eligibility, all rental voucher recipients must complete the recertification paperwork annually.**

---

## INTERIM RENTAL VOUCHER APPLICATIONS

If there are any changes to the household size or income. In that case, an Interim Rental Voucher Application must be completed. The recipient will be responsible for notifying their Rental Voucher Specialist of any changes and promptly getting their Interim application turned in.

Failure to provide this information could result in being terminated from the Rental Voucher program.

The average time for getting selected for a Rental Voucher is approximately six months. This can vary depending on how many bedrooms the Tribal Member has in their rental and what type of openings we have for Rental Vouchers.