



Thank you for choosing
Cook Inlet Housing Authority!

Please help us expedite the application process by checking all the required boxes below:

Applications must be filled out completely (no blanks).

Complete contact information (phone, email, and/or mailing address)

Social Security Number for all adults (18 years and older)

Birthdate for all members of the household

Complete income & anticipated income for all members of the household

Complete 3 year residential history with dates and landlord information or living situation for all adult members of the household

Signed and Dated by all adult members of the household

- ❖ Applications must have all signatures in order to be added to our waiting list(s). Applications will be date and time stamped in the order they are received.
- ❖ Application Fees must be paid in full. [\$20 per each adult (18 years and older) listed on the Application, capped at \$60 per household.] **Per our COVID response, CIHA is waiving application fees through March 2022.**
- ❖ Applications can be submitted to the Customer Care Team at customercare@cookinlethousing.org, OR faxed to (907) 793-3073 or at 3510 Spenard Road, Anchorage AK 99503 following a scheduled appointment. Appointments can be scheduled by calling (907) 793-3020 Option 3.
- ❖ Applications can be completed online at www.cookinlethousing.org. Emailed and/or Faxed applications are temporarily being accepted.
- ❖ If you need emergency housing/shelter please contact our partners at Catholic Social Services at www.cssalaska.org or call 907-277-1731.

Contact Us:

Customer Care: 907-793-3020 Option 3

Email: customercare@cookinlethousing.org

Website: www.cookinlethousing.org

Our Team looks forward to assisting you on your housing journey!

Frequently Asked Questions:

Q: Is there a fee to apply for housing?

A: Yes. An application fee of \$20 per each adult member, 18 years and older, listed on the Application (capped at \$60 per household) is required for application processing. Per our COVID response, CIHA is waiving application fees through March 2022.

Q: How do I get added to multiple housing waitlists?

A: Only one (1) application is required to be added to multiple waitlists.

Q: Can you apply to be added to additional properties at a later time?

A: Yes, if you would like to be added to additional waitlists after submission of your initial application you will need to complete a Resubmittal Form.

Q: Where can I find an application?

A: Applications can be completed online at www.cookinlethousing.org or can be submitted to the Customer Care Team at 3510 Spenard Road, Anchorage AK 99503 following a scheduled appointment. Appointments can be scheduled by calling (907) 793-3020 Option 3.

Q: What happens after you are Pre-Screen approved?

A: You are placed on waitlists that you income qualify for. Once your name reaches the top of the waitlist you will be contacted by an Eligibility Specialist to complete move-in processing.

Q: What is the definition of Persons with Disabilities?

A: A person with a disability is any person who:

- 1. Has a physical or mental impairment that substantially limits one or more major life activities;*
- 2. Has a record of such an impairment; or Is regarded as having such impairment*

Q: What is the definition of Homelessness?

A: "Homelessness" includes a family residing in one of the following places and does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or State law:

- 1. Resides in places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings (on the street); in an emergency shelter; and in transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters. In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution.*
- 2. A family with children that is doubled-up with family or friends AND who receives services from an Alaska School District under the McKinney-Vento Homeless Assistance Act.*
- 3. Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing. Is being discharged within a week from an institution, such as a mental health or substance abuse treatment facility or a jail/prison, in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.*
- 4. Is fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.*
- 5. Is an individual(s) who lacks a fixed, regular and adequate nighttime residence and includes: children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.*

Q: What documentation is needed for the homeless waitlist preference?

A: letter from the shelter, transitional, or supportive housing agency on letterhead stating the applicant's current residency in their shelter, or;

A: letter from a social worker, social service agency, health care official, family intervention advocate, or school official on letterhead having firsthand knowledge that the family resides in one of the places listed above, or;

| |
|-----------------------|
| Staff Use Only |
| Date & Time Stamp |



Rental Housing Pre-Screening Application

Applicant Name: _____ Phone# _____
Last First Middle

Current Mailing Address: _____ Zip _____ Email _____
 Preferred Method of Contact: Phone Email

HOUSEHOLD COMPOSITION – List all persons who are anticipated to reside in the residence.

| | Name Last, First and Middle Initial | Marital Status | Relationship to Head of Household | Birthdate | Social Security Number | Student Status FT/ PT/ N/A | Race (optional) |
|------------------------|--|-------------------|---|-----------|------------------------|----------------------------------|--------------------|
| Head of Household 1 | | | Self | | | | |
| Co-head 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |

HOUSEHOLD SOURCES OF INCOME

| Household Member Name | Source of Income List all sources of income for all household members | Monthly Gross Income |
|---|--|--------------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Do all household members receive the Alaska Permanent Fund Dividend (PFD) | YES or NO | If answer is no, please explain why: |

Has anyone in the household applied for or anticipate any additional income including but not limited to; Full Time/Part Time Employment, Social Security benefits, Public Assistance, Unemployment Insurance, Child Support, etc.?

Yes No

If Yes, please explain: _____



RESIDENTIAL HISTORY- Please list the last three (3) years of residential history:

| |
|---|
| Current Address: |
| Current Landlord Name: |
| Current Landlord Phone Number: |
| Dates of Residency: |
| Currently Monthly Rental Amount: |
| Reason for Moving: |
| <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> In Current Lease Agreement <input type="checkbox"/> Month to Month <input type="checkbox"/> Other _____ |

| |
|---|
| Previous Address: |
| Previous Landlord Name: |
| Previous Landlord Phone Number: |
| Dates of Residency: |
| Reason for Moving: |
| <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other _____ |

| |
|---|
| Previous Address: |
| Previous Landlord Name: |
| Previous Landlord Phone Number: |
| Dates of Residency: |
| Reason for Moving: |
| <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other _____ |

Have you previously rented from CIHA? Yes No
 If yes, which property? _____ When did you move out? _____

How did you hear about us? Facebook/Instagram Senior Voice Flyers Ads Craigslist CIHA Website AHFC Website Senior Voice ADN Classifieds Zumper.com Friends/Family Referred by CIHA Renter Caseworker/Shelter Signage/banner Other: _____

Are you currently homeless? (Please see the attached "homeless" definition.) Yes No

Is anyone in the household a Military Veteran? Yes No

Rental assistance or voucher holder? Yes No

Level: _____ Provider: _____

Are you on a public housing waitlist? Yes No Where? _____



