

Deposit Assistance Program



Housing Interest Pool clients who are looking to find a place of their own may be interested in Deposit Assistance only. This self-driven program offers deposit assistance and possibly first month's rent for clients who are able to pay for all ongoing monthly costs after one-time assistance.

The process can take multiple appointments and up to 2-3 weeks to complete, including a habitability inspection of the potential unit if approved. Clients must meet income and housing status guidelines, and provide all required documentation. The landlord will not be paid until all appointments and paperwork are complete.

Family Size	Single / 1	2	3	4	5
2021 Max monthly Income (gross)	\$1,458	\$1,625	\$1,830	\$2,208	\$2,587

Step One, Find Housing:

1. Housing Search – find a unit that is affordable for you. Opportunity Council offers housing search support: contact the Community Resource Center at 360-734-5121 ext. 3 for more information
2. Apply with the landlord or property manager and pay application fees required. Opportunity Council is not able to pay application fees.
3. Once approved by the landlord or property manager continue to Step Two. **DO NOT sign the lease/rental agreement or move in at this point if you want Deposit Assistance from the Opportunity Council.**

Step Two, Get Screened for Eligibility:

1. Contact the Community Resource Center at 360-734-5121 ext. 3 to request a screening for Deposit Assistance.
2. Give landlord's contact name and phone number to Opportunity Council staff.
3. Sign/provide verbal Release of Information for landlord.
4. Gather documentation below and wait for Opportunity Council staff to contact you if you are approved for an appointment with Case Management staff.

At this point your file will be sent to Whatcom Homeless Service Center staff who will contact your potential landlord to confirm that you have officially been approved for the unit, and who will continue screening you for an appointment with a Housing Case Manager. Community Resource Center staff will give you a Third Party Homeless Verification form to have filled out by another service provider, instructions will be attached. You can also begin to gather documentation listed in the box below.

Step Three, Case Management** Housing Case Manager will determine final eligibility for housing services. **Eligibility cannot be determined without the documentation below for all adults 18 and over****

- *Documentation of current housing situation: Homelessness Verification form signed by a service provider, letter from emergency shelter, etc.*
- *Documentation of all sources of income for the most recent **30** days: employment, child support, DSHS, food stamps, Social Security, other.*
 - *If you have a new position, or if pay stubs do not reflect regular hours, a letter from employer must be provided that states guaranteed hours, rate, and permanent employment.*
- *Bank Statement showing the most recent 30 days*
- *Photo ID*