

Hello HSC Members,

My name is Rachel Hernandez, and I am the Residence Counselor at the YWCA. We are currently accepting applications for single women SRO's with rental units starting at \$410.00. Please direct and assist applicants in completing and submitting a housing application. Our housing application can be found on our [website](#) and is attached to this e-mail. Once an application is received, staff will review it for completeness and call applicants back to schedule interviews. Interviews will be scheduled in the order the applications are received and based upon intake availability. Applications will be processed following an intake interview. Interviews will not be set up for individuals who have not submitted an application or for incomplete applications.

Here are some tips to keep in mind when referring potential applicants:

-The past two years of housing history must be listed with contact information. If an applicant was staying at a shelter or with family members/friends, this will be used as housing history, and we will only contact that specific individual. If there are large gaps in the past two years of housing history, the applicant, along with a case manager, should submit letters explaining their specific circumstances.

-Applicants must have an income to be considered for tenancy.

-Evictions are not grounds for automatic denial, but if applicants owe previous landlords, they must create a payment plan and make payments before they become eligible for housing.

-Contact information must be left on application (phone number and/or email, case managers phone number and/or email) so that staff can reach the applicant. If contact information changes, please call to update; calls should be directed to Rachel Hernandez

-Applicants must be able to live cooperatively and share spaces with neighbors

- First month's rent (can be pro-rated) and security deposit (value of monthly rent) is due at lease signing. Payment plans for security deposit are available.

If you have additional questions please feel free to contact me via e-mail. This is the easiest way to get in contact with me.

Thank you,

Rachel Hernandez

**eliminating racism
empowering women**

ywca

Rachel Hernandez, Residence Counselor (She, her, hers)

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