Home Share Seeker Application

Thank you for your interest in the Home Share Program at Senior Services for South Sound! We look forward to partnering with you to find your new Home Share housemate. The Home Share Program is designed to provide stable and affordable housing for both the Home Seeker and Home Provider. Providers and Seekers are matched on the basis of compatibility and it can take weeks or months to find a compatible match. It is important to note that the Home Share Program is not an emergency shelter program, and placement is not based upon vulnerability. \textit{We cannot guarantee a match.} Please read and fill this document in its entirety.

Mail, deliver, or email to submit the completed application and a copy of your photo ID:

Home Share  
Senior Services for South Sound  
222 Columbia St NW  
Olympia, WA 98501  

\textbf{OR Email:}  
Homeshare@southsoundseniors.org

Please note, your application will not be processed until the following are received: Copy of photo ID, $35.00 application fee and the required information to run a background check.

Application Fees and Payment  
$35.00 non-refundable application fee per applicant.  
Senior Services for South Sound accepts:

- Online payments on our website at:  
  \url{https://secure.southsoundseniors.org/np/clients/southsoundseniors/product.jsp?product=6&}

- In person: cash, check, money orders, or credit cards are accepted at the Olympia or Lacey Senior Center Reception Desk.

- Mail: a receipt will be provided upon request. Please make checks/money orders payable to \textit{Senior Services for South Sound, Home Share}. Do Not send cash by mail.

- By Phone: Call the Olympia Senior Center at 360–586–6181 and let the receptionist know you need to pay the Home Share application fee. A receipt will be provided upon request.
What to Expect Next

- The pre-screening process (application review, background check and reference check) has no set timeline but typically takes approximately 7 to 10 business days.
- Home Share staff will call and/or email to confirm your application was received and when additional information is needed to process your application.
- If your application is approved, you will be contacted to schedule an entrance interview.
- A Home Visit will be required for Providers, and an Office Visit for Seekers, before connections will be considered.
- If your application is declined, Home Share staff will notify you.
- To expedite the application process, please notify your references in advance and encourage them to respond quickly.
- Calls and emails from Senior Services for South Sound often go into Spam. Check your Spam folders.
- Home Share staff currently do not have the option to text. We will call or email you.
- You may contact Home Share staff regarding the status of your application at homeshare@southsoundseniors.org or 360–586–6181 ext 136.
- Visit our webpage for more information on our program: https://www.southsoundseniors.org/supportive-services/home-share
- If Home Share connects you with a prospective housemate, we strongly encourage you to take your time in getting to know one another. Please keep in mind that this is not a fast process and our ultimate goal is to connect people together that will result in a living arrangement with longevity.
- If you are matched through Home Share, we require that a Living Together Agreement be sent to us for your matched file. We will provide a template for you or you are welcome to write your own agreement with your housemate. However, if we do not receive a signed and dated copy of your Living Together Agreement within 30 days of your move-in date, you will be exited from the program resulting in ineligibility for mediation services and any future matching.
- $35 application fee and $50 match fee (for Providers) are required. This helps us pay for background checks and staff time. Your application will not be processed without payment of the application fee. If we do not receive the match fee within 30 days of your move-in date, you will be exited from the program resulting in ineligibility for mediation services and any future matching.
HOME SHARE SEEKER APPLICATION

Section 1: **PERSONAL INFORMATION - This section is required.** Please print all responses.

Are you completing the application for yourself? Yes ____ No ____ *If no, see below.

What is your relationship to the applicant? ________________________________

Full Name As Listed on Photo ID:
________________________________________________________________________

First ______________________ Middle ______________________ Last ______________________

Other Names Used: ____________________________________________________________

Have you used any other first, middle, or last names? Include nicknames, maiden names, and any others.

Primary Language: ________________________________

Ethnicity/race (check all that apply):

- □ White
- □ Black/African American
- □ Asian
- □ Hispanic
- □ Native Hawaiian/Pacific Islander
- □ American Indian/Alaskan Native & White
- □ Asian & White
- □ Black/African American & White
- □ American Indian/Alaskan Native & Black/African American
- □ American Indian/Alaskan Native
- □ Other Multi-Racial

Date of Birth: ______________________  Current Age: ______________________

(MM/DD/YYYY)

Your Gender: ________________________________

Your Pronouns:

- □ She/Her
- □ He/His
- □ They/Them
- □ Other: ________________________________
Section 1: **PERSONAL INFORMATION** - This section is required - continued

Current Address: ______________________________________________________________

City/Town: ___________________________ State: _______ Zip: ______________

☐ Check if current address is the same as mailing

Mailing Address: ______________________________________________________________

City/Town: ___________________________ State: _______ Zip: ______________

Phone: Home ___________ Cell ___________ Work ___________

Email Address: ______________________________________________________________

Emergency Contact: __________________________________________________________

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<th>Last Name</th>
<th>Relationship</th>
<th>Phone</th>
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What is your relationship status?

☐ Married  ☐ Single
☐ Domestic Partner  ☐ Separated
☐ Divorced  ☐ Other
☐ Widowed

Are you applying to this program with someone? If so, please list their name(s) and relationship:

________________________________________________________

First          Last          Relationship     D.O.B.

* A $35.00 application fee and a copy of a photo ID are required for each applicant. The Home Share program completes a background check for each person.

Do you have allergies (other than pet allergies): Yes ____ No ____

If yes, please describe: __________________________________________________

Are you a U.S. Veteran: Yes ___ No ___ Military Branch: ________________________

Are you a gun owner? Yes ____ No ____
Section 1: PERSONAL INFORMATION - This section is required - continued

Do you have pets? Yes ___ No ___ If yes, please list type and breed of each pet:
___________________________________________________________________________________
Are you willing to rehome your pet if necessary for match placement? Yes ___ No ___ N/A___
What is the weight (oz/lbs) of your largest pet? ________________
Do you have pet allergies? Yes ___ No ___
If yes, please describe: _________________________________________________

Section 2: EMPLOYMENT/VOLUNTEER INFORMATION - Please print response. Please describe your employment history and any volunteer information you wish to share.
___________________________________________________________________________________________
_________________________________________________________________________________________

Section 3: INCOME - PAST 30 DAYS - This section is required.

Please list the dollar ($) amount of monthly Gross income you received:
*Please note income does not determine program eligibility.

- □ Supplemental Security (SSI) ____________  - □ Veteran Benefits ________________
- □ Pension/Retirement ________________  - □ SNAP/Basic Food ________________
- □ Social Security (SSA) ________________  - □ Employment ________________
- □ Child/Spousal Support ________________  - □ Other ________________

Total Monthly Income: ____________________

Section 4: SUBSTANCE USAGE

Do you use recreational drugs? Yes ___ No ___
If yes, please list: _________________________________________________
Are you a smoker? Yes ___ No ___ Please list any/all tobacco products and/or recreational inhalant products (vaping) you use, including marijuana:
_____________________________________________________________________________________
_____________________________________________________________________________________

Have you ever been, or are you currently, enrolled in an addiction treatment program?
Yes ___ No ___ If yes, please list the dates and treatment locations:
_____________________________________________________________________________________

Do you consume alcohol? Yes ___ No ___
Circle one:
Not for Me  On Special Occasion  Socially on Weekends  Most Nights
Section 5: **PERSONAL REFERENCES**

To expedite the processing of your application, please notify your references that Home Share staff will be contacting them. Emails and phone calls from Senior Service may automatically go into SPAM. Please circle phone or email if the reference has a preferred method of contact.

**Reference 1:**

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Section 6: **CURRENT HOUSING STATUS**

Are you currently homeless? Yes ___ No ___

If yes, how many times have you been homeless in the last three years? __________

Please select the option that best describes your current living situation:

- [ ] Emergency Shelter
- [ ] Tent
- [ ] Vehicle
- [ ] Abandoned Building
- [ ] Single Family Home
- [ ] Shared home/Apt.
- [ ] Multi-Family home
- [ ] Mobile Home
- [ ] Apartment
- [ ] Other (Please specify below)

What is the current amount you pay in rent? ____________________________

Section 7: **HOME SHARE PROGRAM**

Please select the top three (3) reasons you wish to enter the Home Share Program:

- [ ] Increase Income
- [ ] Companionship
- [ ] Receive Services
- [ ] Secure, Stable Housing
- [ ] Meet monthly expenses
- [ ] Increased quality of life
- [ ] Help another person
- [ ] Maintain Independent Living/Housing
- [ ] Other Reason (list below)

____________________________
Section 7: **HOME SHARE PROGRAM** Continued

How long do you expect the Home Share arrangement to last?

- [ ] 6 months
- [ ] 6-12 months
- [ ] 12-18 months
- [ ] Longer than 18 months

How did you learn about the Home Share Program?

- [ ] Newspaper
- [ ] TV
- [ ] Facebook
- [ ] Friend
- [ ] Senior Service Member
- [ ] Senior Services Publication
- [ ] Radio
- [ ] Other (See below)

If other, please explain: ________________________________________________

If radio or TV, please provide the name of the program and the approximate date/time: __________________________________________________________

Describe what someone would like about you:

____________________________________________________________________

____________________________________________________________________

Please select your housing requirements:

- [ ] Furnished
- [ ] Unfurnished
- [ ] Partially furnished
- [ ] Additional storage
- [ ] Closet Space
- [ ] Private bathroom
- [ ] Vehicle parking

If you selected partially furnished and/or vehicle parking, please explain: __________________________

____________________________________________________________________

____________________________________________________________________

Can you live where there are stairs or other mobility barriers? Yes ___ No ___

If no, please explain: __________________________________________________

____________________________________________________________________

Do you have any ADA requirements? Yes ___ No ___

Examples: a walk in shower, grab bars, ramps, etc.

If yes, explain: ______________________________________________________

____________________________________________________________________

Please list any assistive devices you use. (Examples: Hearing aids, text to speech, braille displays, etc.): ________________________________________________________________
Section 7: HOME SHARE PROGRAM Continued

What is the maximum amount you can contribute towards rent and utilities?________________________

Are you willing to provide services in exchange for reduced rent? Yes ___ No ___
If yes, please select the services you are willing to exchange for rent:

☐ Cleaning
☐ Cooking
☐ Yardwork
☐ Maintenance/repairs
☐ Other (please describe): __________________________________________________________

☐ Driving/errands
☐ Gardening
☐ Pet care

We welcome any additional information you would like to provide:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Section 9: **CRIMINAL HISTORY POLICY**

It is the policy of Senior Services for South Sound to screen all applicants for criminal convictions. A requirement for all applicants 18 years of age or older to the Home Share Program is a criminal and sexual offender background check. Washington state residents are screened through the Washington State Patrol. If an applicant has lived outside of Washington in the last seven (7) years, a multi-state background check through Sterling Volunteers is performed. Applicants will also be screened through the National Sex Offender Registry (NSOR).

It is the policy of Senior Services not to refer any applicant to the program who has a background finding listed within WAC 388-113-0020 attached. All crimes listed in this code are disqualifying. Upon receipt of an adverse report of criminal history that is not disqualifying, the applicant will be sent a letter requesting more information. All background findings will be disclosed to any potential Home Share match.

**Policy on nondiscrimination:** All services offered by Home Share are provided without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, and familial status.

**Criminal History Background Check**

By signing below you authorize Senior Services for South Sound to conduct a thorough Criminal History Background Check at the time your Home Share Application is received. The Criminal History Background Check draws upon records from multiple sources, including, but not limited to, Washington Access to Criminal History (WATCH), Sterling Volunteers multi-state background check service, and the National Sex Offender Registry (NSOR). An adverse background check finding does not automatically disqualify you from entering the Home Share Program; disqualifying offenses are listed in WAC 388-113-0020.

I certify that I have read this Criminal History Policy and understand the above information.

__________________________________  _________________________
Participant Signature                Signature Date
1. Have you lived outside Washington within the last 7 years? Yes ___ No ___

If yes, Complete the Out of State Background Check Information Section below.

**Out of State Background Check Information**
If the exact address(s) are unknown, the city, county, state and dates are still required.

**Address 1**

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<th>County</th>
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*Attach additional sheets if necessary*

_________________________________________  __________________________
Participant Signature  Signature Date
### LEGAL/CRIMINAL HISTORY

1. Have you ever been convicted of a felony? Yes ___ No ___
   If yes, provide the convictions and date:

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2. Have you ever been convicted of a criminal misdemeanor? Yes ___ No ___
   If yes, provide the conviction(s) and date:

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3. Have you ever been involved in a **Child Protective Services (CPS)** case?  
   Yes ___ No ___ If yes, please provide dates and description:
   ______________________________
   ______________________________________
   ______________________________________

4. Have you ever been involved in an **Adult Protective Services (APS)** case?  
   Yes ___ No ___ If yes, please provide dates and description:
   ______________________________
   ______________________________________
   ______________________________________

5. Have you experienced an incident of domestic violence in your home?  
   Yes ___ No ___ If yes, please provide the dates and description:
   ______________________________
   ______________________________________
   ______________________________________

Participant Signature ____________________  Signature Date ________________
Section 10: AGREEMENT OF NON-LIABILITY

I understand that the staff of Senior Services for South Sound will use their facilities to bring together those who have available housing (Home Provider) with those who express a desire for housing (Home Seeker). I, as the Home Provider/Home Seeker, understand that Senior Services for South Sound is not the agent of either party, but acts only as a facilitator to provide the opportunity for the parties involved to come together and work out an acceptable housing agreement.

Home Provider/Home Seeker hereby agrees to hold harmless, indemnify and defend Senior Services for South Sound, its employees, volunteers and agents from any and all claims, costs including reasonable attorney fees, arising out of the services provided by Senior Services for South Sound as a facilitator between the Home Provider and the Home Seeker.

I, as the Home Provider, am not relying entirely on Senior Services for South Sound to screen Home Seekers. All credit checks, references, and all other background information will be obtained and/or confirmed by myself.

I, as the Home Seeker, am not relying entirely on Senior Services for South Sound as to the Home Provider background or as to the condition of the premises and their sustainability for my needs. I agree to obtain and/or conform all information my self.

Any disputes between the Home Provider and Home Seeker which may arise shall not involve the staff of Senior Services for South Sound, either individually or as a group and I will not hold staff responsible for any claims, damages, or other consequences which may arise from any home sharing arrangement. I have also been advised to seek the services of an attorney should I have any questions about my legal rights and the laws of the State of Washington.

________________________________________  __________________
Participant Signature                        Signature Date
Program Exit Guidelines

Senior Services for South Sound is a non-discriminatory, equal opportunity, non-profit social services organization. For over 45 years, the organization has been committed to improving the lives of people as they age. The Home Share program is an integral part of the senior program offerings available to our community.

Below is a list of reasons a client may no longer receive services and be exited from the Home Share Program. By signing below the participant acknowledges reading and understanding the Program Guidelines.

- Falsifying information on the Home Share application, direct interviews, or personal references.
- Violence or threats of violence towards Home Share housemates or Senior Services for South Sound staff members.
- Intentional damage done to the property of a Home Provider or Home Seeker.
- Crossing expressed boundaries of Home Share housemates or Senior Services for South Sound staff members.
- Inability to contact a Home Share client by telephone, email, or mail after 30 days.
- Failure to comply with all terms agreed upon by the Home Seeker and Home Provider in their signed Living Together Agreement and/or any other signed agreement(s).
- If the Provider’s home becomes uninhabitable, unsafe or unfit for home sharing for any reason.
- Failure to provide Home Share staff with a dated and signed Living Together Agreement within 30 days of move-in date.
- Failure to pay $50 match fee within 30 days of move-in date (Provider).
- If a participant moves outside Thurston County for any reason.
- Failure to make a reasonable effort to consider potential matches or make existing matches work.

Participant Signature  

Signature Date
WAC 388-113-0020

Which criminal convictions and pending charges automatically disqualify an individual from having unsupervised access to adults or minors who are receiving services in a program under chapters 388-71, 388-101, 388-106, 388-76, 388-78A, 388-97, 388-825, 388-115, and 388-107 WAC?

(1) Individuals who must satisfy background checks requirements under chapters 388-71, 388-101, 388-106, 388-76, 388-78A, 388-97, 388-825, 388-115, and 388-107 WAC must not work in a position that may involve unsupervised access to minors or vulnerable adults if the individual has been convicted of or has a pending charge for any of the following crimes:
   (a) Abandonment of a child;
   (b) Abandonment of a dependent person;
   (c) Abuse or neglect of a child;
   (d) Arson 1;
   (e) Assault 1;
   (f) Assault 2 (less than five years);
   (g) Assault 3 (less than five years);
   (h) Assault 4/simple assault (less than three years);
   (i) Assault 4 domestic violence felony;
   (j) Assault of a child;
   (k) Burglary 1;
   (l) Child buying or selling;
   (m) Child molestation;
   (n) Coercion (less than five years);
   (o) Commercial sexual abuse of a minor/patronizing a juvenile prostitute;
   (p) Communication with a minor for immoral purposes;
   (q) Controlled substance homicide;
   (r) Criminal mistreatment;
   (s) Custodial assault;
   (t) Custodial interference;
   (u) Custodial sexual misconduct;
   (v) Dealing in depictions of minor engaged in sexually explicit conduct;
   (w) Drive-by shooting;
   (x) Drug crimes involving one or more of the following:
      (i) Manufacturing or possession with the intent to manufacture a drug;
      (ii) Delivery or possession with the intent to deliver a drug other than marijuana;
      (iii) Delivery of marijuana (less than three years).
   (y) Endangerment with a controlled substance;
   (z) Extortion 1;
   (aa) Extortion 2 (less than five years);
   (bb) Forgery (less than five years);
   (cc) Homicide by abuse, watercraft, vehicular homicide (negligent homicide);
   (dd) Identity theft (less than five years);
   (ee) Incendiary devices (possess, manufacture, dispose);
   (ff) Incest;
   (gg) Indecent exposure/public indecency (felony);
   (hh) Indecent liberties;
   (ii) Kidnapping;
   (jj) Luring;
   (kk) Malicious explosion 1;
(II) Malicious explosion 2;
(mm) Malicious harassment;
(nn) Malicious placement of an explosive 1;
(oo) Malicious placement of an explosive 2 (less than five years);
(pp) Malicious placement of imitation device 1 (less than five years);
(qq) Manslaughter;
(rr) Murder/aggravated murder;
(ss) Possess depictions minor engaged in sexual conduct;
(tt) Promoting pornography;
(uu) Promoting prostitution 1;
(vv) Promoting suicide attempt (less than five years);
(ww) Prostitution (less than three years);
(xx) Rape;
(yy) Rape of child;
(zz) Residential burglary;
(aaa) Robbery 1;
(bbb) Robbery 2 (less than five years);
(ccc) Selling or distributing erotic material to a minor;
(ddd) Sending or bringing into the state depictions of a minor engaged in sexually explicit conduct;
(eee) Sexual exploitation of minors;
(fff) Sexual misconduct with a minor;
(ggg) Sexually violating human remains;
(hhh) Stalking (less than five years);
(iii) Theft 1 (less than 10 years);
(jjj) Theft from a vulnerable adult 1;
(kkk) Theft 2 (less than five years);
(lll) Theft from a vulnerable adult 2 (less than 10 years);
(mmm) Theft 3 (less than three years);
(nnn) Unlawful imprisonment;
(ooo) Unlawful use of building for drug purposes (less than five years);
(ppp) Use of machine gun in a felony;
(qqq) Vehicular assault;
(rrr) Violation of temporary restraining order or preliminary injunction involving sexual or physical abuse to a child;
(sss) Violation of a temporary or permanent vulnerable adult protection order (VAPO) that was based upon abandonment, abuse, financial exploitation, or neglect; and
(ttt) Voyeurism.

(2) If "(less than 10 years)," "(less than five years)," or "(less than three years)" appears after a crime listed in subsection (1) of this section, the individual is not automatically disqualified if the required number of years has passed since the date of the conviction. This will result in a letter from the background check central unit indicating a character, competence, and suitability review is required before allowing unsupervised access to children or vulnerable adults. This provision applies to convictions that the department has determined under subsection (3) of this section as equivalent to a crime listed in subsection (1) of this section once the period of time listed in subsection (1) of this section has passed.

(3) When the department determines that a conviction or pending charge in federal court or in any other court, including state court is equivalent to a Washington state crime that is disqualifying under this section, the equivalent conviction or pending charge is also disqualifying.

(4) In instances where a court has issued a certificate of restoration of opportunity of one of the crimes listed above, according to the procedure in RCW 9.97.020, the conviction is not automatically disqualifying but is subject to a character, competence, and suitability review.