



**Bring all the following documents to your appointment. Incomplete applications will result in delays and could disqualify your application.**

- ☐ \$25.00 money order or bank certified check per adult for Credit/Criminal Screening
- ☐ Money order or bank certified check in the amount of **\$260** to be held as refundable deposit.
- ☐ Current original picture ID – all occupants 18 years old or older
- ☐ Original social security card – all occupants
- ☐ Original Birth Certificate – occupants under 18 years old
- ☐ Proof of income: one month pay stub or 2022 income tax return for each household member 18 years or older.
- ☐ 3 years of rental history (Name, address, and phone number for each previous rental)
- ☐ Name, address, and phone number for all banks with which you hold an account.

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*\*If you receive income from any of the sources listed below, bring the name, address, and phone number of the agency and any other underlined documents from the list below.*

- ☐ **Social Security Benefits:** Bring copy of current award letter
- ☐ **Child Support and/or Alimony:** Bring copy of court order
- ☐ **Disability or Death Benefits:** Bring copy of letter of determination or award
- ☐ **Unemployment benefits:** Bring one of the following forms – Form 2000, Form UC-30, letter of determination, latest check stub
- ☐ **VA Benefits or GI Bill:** Bring latest check stub
- ☐ **Worker's compensation benefits:** Bring Form DOL-203
- ☐ **Certificates of Deposit:** Bring copy of deposit certificate
- ☐ **Payments from Trusts or Inheritance:** Bring record of latest payment
- ☐ **Retirement funds, Pensions, or Annuities:** Bring latest check stub
- ☐ **Payments from real estate:** Bring a copy of IRS Schedule E and/or a copy of mortgage note



# Millworks Application Checklist

100 W. Laurel St.  
Bellingham, WA 98225

(360)788-5152  
Millworks@mercyhousing.org

To qualify for leasing at Millworks, your annual income will be calculated during the application process. You must bring in 2x the amount of rent in verifiable income to qualify. Rent and income limits are subject to change.

Annual Income Limit – 50%		Annual Income Limit – 60%
<u>Household Size</u>	<u>Annual Income</u>	<u>Annual Income</u>
1 Person	\$37,950	\$45,540
2 Person	\$43,400	\$52,080
3 Person	\$48,800	\$58,560
4 Person	\$54,200	\$65,040
5 Person	\$58,550	\$70,260
6 Person	\$62,900	\$75,480
7 Person	\$67,250	\$80,700

Rents			
50%		60%	
One Bedroom	\$1,016	One Bedroom	\$1,220
Two Bedroom	\$1,220	Two Bedroom	\$1,464
Three Bedroom	\$1,409	Three Bedroom	\$1,691

**Applications accepted in person, via USPS at  
100 W. Laurel Street Bellingham, WA 98225  
or via fax, (360)294-6376**



**Mercy Housing Northwest**  
6930 Martin Luther King Jr Way South, Seattle, Washington 98118  
mercyhousing.org  
Mercy Housing is sponsored by communities of Catholic Sisters

