



# Apartment Rentals - Application Instructions

If you are interested in applying for a unit at one of our properties, please complete the waitlist application (front & back). Each property has its own waitlist. Find which waitlists are currently open or closed on our website at: <https://rosecdc.org/affordable-living/>

You can submit your completed application for any open waitlist by:

**Email (please scan in PDF format):** Applications@ROSECDC.org

**Or in person (or by mail) at:** ROSE CDC, 5215 SE Duke St., Portland, OR 97206

**Or by fax:** 503-788-9197

You can also submit applications directly to a site manager. Submitting an application to the site manager will place you on a waitlist for that apartment only. Please be sure to complete your application fully.

**For updates on your application/waitlist status, please contact the site managers** (contact information on the next page).

**\*\*Incomplete applications will not be placed on the waitlist\*\***

Answer EVERY question and fill in EVERY blank or box

- If information does not apply to you, write “NA”
- Income information must be included **for all applicants age 18 and over**
  - Monthly income is Gross – before taxes

Every adult **MUST** sign the application – Keep the Screening Criteria for your records.

Each of ROSE’s properties has a waitlist. When a unit is vacant the site manager will call the people on this waitlist to fill the vacancy. **You will have 72 hours to respond!**

- The site manager needs your current contact information. It is your responsibility to contact the site manager every 6 months or when your contact information changes. Relatives or other permanently located contacts are helpful.
- Waitlists are reviewed every 6 months. **If there is no response within 10 calendar days your name will be removed from the waitlist.**



ROSE provides services to the public on an equal opportunity basis and does not discriminate in employment or the provision of services on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or marital status.



- Each property has its own waitlist. You must get on the waitlist of each property where you are interested in living. You can call a site manager to check on your status.
- Properties limit the number of people on the waitlist.
- Different units within a property have different income requirements.
  - Income from all adult members of the household is counted toward income limits. There are limited exceptions like care givers.
  - You will provide a more detailed application when a space is available.
  - Generally the household must have gross earnings at least 1.5 times the rent.

<b>Properties</b>	<b>Number of Bedrooms</b>	<b>Manager's Office Location</b>	<b>Phone Number</b>
COUNTRY SQUIRE APARTMENTS JOHNSON CREEK COMMONS	1, 2, & 3 bedrooms 1 & 2 bedrooms	6724 SE 72 <sup>nd</sup> Ave Portland, OR 97206	(503) 774-3893
REEDWAY PLACE & SCATTERED SITES BEYER COURT	1, 2, & 3 bedrooms 2 bedrooms	8940 SE Reedway St Portland, OR 97266	(503) 777-8845
BELLROSE STATION SINGLE FAMILY HOMES	2 & 3 bedrooms 3 & 4 bedrooms	7901 SE 92 <sup>nd</sup> Ave Portland, OR 97266	(503) 771-3808
MARLA MANOR GREENVIEW TERRACE	1 & 2 bedrooms 1 & 2 bedrooms	644 SE 148 <sup>th</sup> Ave Portland, OR 97233	(503) 254-5826
LENTS VILLAGE (age 55 & over)	1 & 2 bedrooms	10325 SE Holgate Portland, OR 97266	(503) 762-0570
LEANDER COURT JIM AND SALLE'S PLACE FIRLAND APARTMENTS	2, 3 & 4 bedrooms 1 & 2 bedrooms 1 & 2 bedrooms	4620 SE 122 <sup>nd</sup> Ave Portland, OR 97236	(503) 761-0016
ORCHARDS OF 82 <sup>ND</sup>	1, 2, & 3 bedrooms	8118 SE Division St Portland, OR 97206	(971) 229-9288
WOODY GUTHRIE PLACE	1, 2, & 3 bedrooms	5800 SE 91 <sup>st</sup> Ave Portland, OR 97266	(503) 995-7070

# ROSE Community Development

5215 SE Duke St. Portland, OR 97206 | 503-788-8052 | Applications@ROSECDC.org

## WAITLIST APPLICATION

### Community Applying For (check all that apply):

- Bellrose Station
- Beyer Court
- Country Squire

- Firland
- Greenview Terrace
- Jim & Salle's Place
- Johnson Creek Commons
- Leander Court
- Lents Village (55+)

- Marla Manor
- Reedway Place + Townhomes (Lents 2000)
- Single Family Homes

**Preferred Floor Plan (check all that apply):**  1 BDRM  2 BDRM  3 BDRM  4 BDRM

**Preferred Waitlist (must check one or both):**  Income-Restricted  Project Based Section 8

**Note:** You do NOT need to already have a Section 8 Voucher to apply for the Project Based waitlist

Household Composition (List everyone in the household including caregivers/aides & children)

Full Name	Relationship	Sex	Birthday
	HEAD OF HOUSEHOLD		

Complete Address:	
Telephone:	
Alternate Contact & Phone	
Email Address:	
Currently working with Service Provider? Name and Contact Information:	

How did you hear about the community? : \_\_\_\_\_

The following is to inform you of government and management eligibility requirements to reside in our communities. To qualify for tenancy in our community, all applicants must meet the program eligibility and management requirements listed in the property's Resident Selection Criteria.

All applicants who apply for housing will be screened by the same standards. We reserve the right to reject any application that does not meet our requirements. False information on the application will be cause for immediate rejection of the application. Or if discovered later, it will be cause for eviction from the property.

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## Management Policies:

1. If your phone number or email address changes, it is **your responsibility** to notify the management team. Management cannot be held responsible for removal of names from the wait list because of an out of date address or phone number.
2. If you are offered an apartment you must contact the site manager within 72 hours or the next person on the list will be contacted.
3. At least annually, this community will send out a waiting list update form to determine if you are still interested in our housing. If you do not respond within 10 calendar days, your name will be *removed* from the waiting list.
4. Sending in a Wait List Application or having your name on a wait list does not guarantee housing.
5. You may appeal denial of your application.
6. If you need an accommodation because of disability, you may request it.

**To help us determine if you meet the government and management requirements, please complete the following section. If the field does not apply to you, please enter N/A for not applicable or 0.**

- 1.) Are any of your household member's full-time students over the age of 18? Circle one: YES or NO
- 2.) What is the gross estimated annual income (including income from all assets) of all household members within the next 12 months?  
\_\_\_\_\_
- 3.) Do any members of your household have a disability or qualify for an accessible apartment? Circle one: YES or NO  
What type of accessible feature?  
\_\_\_\_\_
- 4.) Are you currently or do you expect to be homeless? Circle one: YES or NO
- 5.) Are you leaving or currently experiencing a domestic violence situation? Circle one: YES or NO

**I (We) affirm that to the best of our knowledge, the information submitted is correct, and that I have received a copy of the Resident Selection Criteria.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return application:**

**Via Email (please scan in PDF format):** Applications@ROSECDC.org

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## AFFORDABLE RENTAL CRITERIA FOR RESIDENCY

### RENTAL SCORING

Quantum Residential uses a score-based system to evaluate potential residents. The rental scoring process provides an objective and consistent review of relevant applicant information allowing for real-time approvals or denials of rental applications.

Rental score results are from a mathematical analysis of information found in your consumer credit report, application, and previous rental history. The consumer credit report may include payment history, number and type of accounts, collection activity, outstanding debt, and inquires. In addition, the rental scoring process may consider information such as income to rent ratio, previous eviction and subprime credit records. **Note that your rental score does not include or otherwise reflect any criminal records.** The rental score represents an estimated risk level as compared to other applicants. Rental scores, much like credit scores, represent a range of numbers. The higher the number the lower the risk level, and conversely, the lower the number the higher the risk. Because your rental score is based upon real data and statistics, it is more reliable than subjective methods of evaluating your information.

### WHAT FACTORS CAN NEGATIVELY IMPACT YOUR ABILITY TO BE APPROVED?

- **Credit history, quality and quantity** – Credit score of overall credit history and ability to pay.
- **Income** - Under 2 times the monthly rent.
- **High debt load** – if your debt load is equal to or higher than your monthly income.
- **Payment behavior** – late bill payments and not paying down outstanding balances.
- **Collection accounts** – utility, apartment, and other housing related collections; excluding medical debt.
- **Bankruptcies** – whether bankruptcy has been discharged, was debt reduced and has behavior improved.
- **Landlord/Tenant** – court filings or evictions for failure to pay rent and/or other judgements in favor of apartment communities; debt owed to current or previous landlord/property management company.
- **Consumer subprime credit** – payday loans, rental purchase stores, subprime auto loans, etc.
- **Criminal records** – a list of previous criminal convictions. Note that while criminal records are not reflected in the rental score itself, they may impact the landlord's or property management company's decision.

### OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

### GENERAL STATEMENTS

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and/or credit history will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.

### INCOME REQUIREMENTS

1. "Monthly stated rent" for applicants with local, state or housing assistance as a source of income is defined as the applicant's portion of the rent only and does not include rent paid by the assistance program.
2. Household Income shall not exceed the maximum income limit assigned to the unit. The income limits are a percentage of the area median income, published annually by HUD, and adjusted for household size. Exceptions will be made to income/rent ratios for those with a minimum of six months of documented, guaranteed rental assistance and/or for those with verified assets on hand, enabling applicant to pay rent and utilities for at least six months.
3. Monthly income must be from a verifiable, legal source.
4. Income and assets of all household members will be verified as set forth in IRS section 42 regulations. Minimum monthly income will be consistent with project guidelines. Verification requests will be mailed, e-mailed, or faxed by Landlord directly to the verifying institution/agency or employer only.

### EVICITION HISTORY CRITERIA

Five years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgement for the applicant will not be considered.

### RENTAL HISTORY REQUIREMENTS

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Less than twelve months verifiable rental history will require an additional security deposit or acceptable co-signer.
2. Three or more notices for nonpayment of rent and/or dishonored checks within one year will result in denial.
3. Any past due and unpaid balances to a landlord, and/or three or more noise disturbances or other violations of the rental agreement or rules will result in denial of the application.

### CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any

proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; a no contest plea), for any of the following crimes: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect the property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises or residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a conviction or expunged records.

If applicant, or any proposed occupant, has a conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to the property along with the application so that the community can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (C) under "Criminal Conviction Review Process" below regarding holding the unit.

A single conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug-related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial.

#### CRIMINAL COVICTION REVIEW PROCESS

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) and:

- (1) Applicant has submitted supporting documentation prior to the public records search; or
- (2) Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation. Supporting documentation may include:
  - a. Letter from parole or probation office
  - b. Letter from caseworker, therapist, counselor, etc.
  - c. Certifications of treatments/rehab programs
  - d. Letter from employer, teacher, etc.

- e. Certification of trainings completed
- f. Proof of employment; and
- g. Statement of the applicant

Owner/Agent will:

- A. Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
- B. Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
- C. Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.