



Dear Valued Applicant ~

Please be aware that Cascade Management, Inc. adheres to all Fair Housing rules and regulations and does not discriminate based on race, color, creed, religion, sex, national origin, age, sexual orientation, handicap or disability, income source, or familial status.

To ensure best fair housing practices, Cascade Management, Inc. maintains and follows either a strict Tenant Selection Standard or Criteria for Residency which is made available to all upon request or included as part of the application packet.

The attached application must be completed in its entirety and returned to the property to which you are applying. All applications submitted will be placed on the waiting list by date and time received unless it is incomplete. Incomplete applications will be returned to the applicant for completion.

Applicants must meet the eligibility requirements for the property where they are applying. Each applicant must qualify individually and applicants listed as head, spouse and co-head must be eligible to enter a legal and binding contract.

All applicants are screened through an independent screening company. The independent screening company conducts all screening functions which could include rental history, credit check, and criminal convictions. The screening process is consistent for all applicants. Please refer to the screening criteria if you have questions regarding these requirements.

If you have any questions, please contact the property you are interested in and they can provide you with their property details, amenities and current availability.

Thank you for your interest in Cascade Management, Inc.



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[Cascade-Management.com](http://Cascade-Management.com)

**For Office Use Only**

Date / Time Received: \_\_\_\_\_ AM/PM

Received By: \_\_\_\_\_

**Property: M Carter Plaza****Physical Address:**

626 NE Brazee

Portland, OR 97212

**Pre-Application for Housing****Mailing Address:**

626 NE Brazee

Portland, OR 97212

Comprehensive reusable tenant screening report is ☐ ACCEPTED ☒ NOT ACCEPTED**Unit Type Requested**Bedroom Size: (check all that apply) Efficiency ☐ Studio ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐☐ Project-based Section 8 ☐ Wheelchair accessibility ☐ Other \_\_\_\_\_☐ Permanent Supportive Housing (PSH), list referring service provider: \_\_\_\_\_**Contact Information**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

**List each person (starting with yourself) who will occupy the apartment**

| Name (Last, First, Middle) | Date of Birth | Relationship to Head of Household | Social Security Number (If Applicable) | Estimated Annual Income |
|----------------------------|---------------|-----------------------------------|--|-------------------------|
|                            |               | <b>Self</b>                       |  |                         |
|                            |               |                                   |  |                         |
|                            |               |                                   |  |                         |
|                            |               |                                   |  |                         |
|                            |               |                                   |  |                         |
|                            |               |                                   |  |                         |
|                            |               |                                   |  |                         |

**Please check any /all of the below that apply to your household**☐ Senior (55 or older) ☐ Elderly (62 or older) ☐ Disabled ☐ Homeless or at risk ☐ Veteran☐ Currently have a Section 8 Voucher☐ Displaced by a government declared disaster☐ Is any household member subject to a lifetime sex offender registration in any state?☐ Currently living in a rent subsidized property☐ Has anyone been evicted in the past 3 years from a Federally assisted property due to drug-related criminal activity?

Is any household member a full-time student? Yes/No Part-time? Yes/No

☐ Referred by a Social Service Agency (name of agency) \_\_\_\_\_☐ If age 62 or older as of January 31<sup>st</sup>, 2010 and do not have a SSN, did you receive HUD rental assistance at another location on January 10<sup>th</sup>, 2010?**This Pre-Application is only to establish your place on the waitlist. Once your name comes up on the list it will be necessary to process a full application and verify all the information necessary to determine you eligibility for tenancy**

Head of Household Signature \_\_\_\_\_ Date \_\_\_\_\_



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**HUD SCREENING CRITERIA**

Thank you for your interest in applying at one of our complexes. Our communities are great places to live, and we trust you will find they make great homes. Part of keeping our communities safe and livable is our screening process. This process is outlined below.

Cascade Management, Inc. (CMI) does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its housing, programs or activities. We comply with requirements of the Fair Housing Acts, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Upon receipt of a completed application, the contents of the application are compared to the contents of this screening criteria, in accordance with all local, state, and federal laws. Applicants are welcome to provide supplemental evidence to mitigate potentially negative screening results.

CMI will accept Reasonable Accommodation requests to accommodate a disability. They should be sent to the Compliance Officer at the corporate address listed below.

If you have any questions after reviewing these criteria, please don't hesitate to ask.

**UNIT SIZE STANDARDS**

Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises used primarily for sleeping, with at least one window, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.

- Maximum occupancy is 2 persons per bedroom plus one.
- Minimum occupancy is 1 person per bedroom.

Exceptions to this rule shall be made on a case by case basis on a standard of reasonableness

**GENERAL REQUIREMENTS**

Applicants must meet the eligibility requirements for the project where they are applying. Each applicant must qualify individually and applicants listed as head, spouse and co-head must be able to enter a legal and binding contract.

When selected for residency, each applicant must:

- a) Sign an Applicant Declaration declaring their citizenship or non-citizenship status and provide verification that the applicant, and all family members who will be residing in that unit, are citizens or eligible non-citizens. Financial assistance is contingent on the submission and verification of citizenship or eligible immigration status. Citizens must provide verification of citizenship (i.e., birth certificate, passport, or other document providing place of birth). Eligible noncitizens must provide proof of eligible status (i.e., I-94 card, Permanent Resident Card, or other DHS documentation). Proof of citizenship must be received within 60 days of move in. Proof of eligible noncitizen status must be provided prior to applicant receiving rental assistance. Assistance may be prorated, denied, or terminated if any or all family members are determined ineligible for assistance;
- b) The head of household/spouse/co-head and all other family member must disclose verification of social security numbers prior to move-in to participate in the HUD rental assistance program.
- c) All adult member of household completes the Authorization to Release Information Packet (forms



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**HUD SCREENING CRITERIA**

HUD 9887/9887A).

- d) To qualify for the 202/8 program, tenants must be over 62 or disabled unless the property is specifically designated for those over 62. For those under 62, tenants must provide verification they meet the definition of “disabled person”. The term “disabled person” means a person who:
- (1) has a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes his or her ability to live independently, and is of a nature that such ability could be improved by more suitable housing conditions.
  - (2) Is a person with a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (8)), i.e., a person with a severe chronic disability that:
    - (a) is attributable to a mental or physical impairment or combination of mental and physical impairments;
    - (b) is manifested before the person attains age 22;
    - (c) is likely to continue indefinitely;
    - (d) results in substantial functional limitation in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living and economic self-sufficiency;
    - (e) Reflects the person’s need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.
- e) Is a person with a chronic mental illness, i.e., he or she has a severe and persistent mental or emotional impairment that seriously limits his or her ability to live independently, and whose impairment could be improved by more suitable housing conditions.

**STUDENT STATUS****Section 8, Section 202 and Section 811 PRAC**

Student eligibility is determined at move-in/initial certification and at each annual certification. Student eligibility may also be reviewed at interim certification if student status has changed since the last certification.

A student who is otherwise eligible and meets screening requirements is eligible for assistance if the student meets the criteria indicated below. Section 8 assistance shall be provided to any individual who is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential; when the student:

1. Is living with his or her parents who are receiving Section 8 assistance; and
2. Is individually eligible to receive Section 8 assistance or has parents (the parents individually or jointly) who are income eligible to receive Section 8 assistance. NOTE: Unless the student can demonstrate his or her independence from parents, the student must be eligible to receive Section 8 assistance and the parents (individually or jointly) must be eligible to receive Section 8 assistance in order for the tenant to receive Section 8 assistance.
3. Is a veteran of the Armed Forces or is currently serving on active duty other than training purposes; and
4. Is married; and
5. Has a dependent other than a spouse (e.g. dependent child); and



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6. Is at least 24 years of age by 12/31 of the award year; and
7. Is a person with disabilities, as such term is defined in section 3(b)(3)(E) of the 1937 Act and as receiving assistance under section 8 of the 1937 Act as of November 30, 2005; and
8. Is classified as Vulnerable Youth; A student meets HUD's definition of a vulnerable youth when:
  - a. The individual is an orphan, in foster care, or a ward of the court or was an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age or older;
  - b. The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's State of legal residence;
  - c. The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in section 725 of the McKinney-Vento Homeless Assistance Act) (42 U.S.C. 11431 et seq.), or as unaccompanied, at risk of homelessness, and self-supporting, by
    - i. A local educational agency homeless liaison, designated pursuant to the McKinney-Vento Homeless Assistance Act;
    - ii. The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director;
    - iii. The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director; or
    - iv. A financial aid administrator
9. The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.
10. Is a graduate or professional student

If a student does not meet the eligibility criteria above, but can prove independence from parents under HUD rules, then the student would meet U.S. Department of Education's definition of an independent student. For students to be eligible independent of his or her parents (where the income of the parents is not relevant), the student must demonstrate the absence of, or his or her independence from, parents. The students must meet at a minimum all of the following criteria to be eligible for Section 8 assistance. The student must:

- a. Be of legal contract age under state law;
- b. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, or, meet the U.S. Department of Education's definition of an independent student.
- c. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
- d. Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. The certification is required even if no assistance will be provided.



**HUD SCREENING CRITERIA**

If an ineligible student applies for or is a member of an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated.

Any financial assistance a student receives (1) under the Higher Education Act of 1965, (2) from private sources, or (3) from an institution of higher education that is in excess of amounts received for tuition and other fees are included in annual income, except:

1. If the student is over the age of 23 with dependent children or
2. If the student is living with his or her parents who are receiving section 8 assistance

Financial assistance that is provided by persons not living in the unit is not part of annual income if the student meets the Department of Education's definition of "vulnerable youth".

The definition of tuition is consistent with the definition provided by the Department of Education and includes all tuition plus mandatory course-related fees associated with being enrolled at that institution of higher education. This does not include the cost of books.

**BMIR and Section 236**

BMIR or Section 236 assistance shall not be provided to any individual who is enrolled in an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized education credential, unless the individual meets all of the following criteria:

1. Be of legal contract age under state law
2. Have established a household separate from parents or legal guardians for at least one year prior to the application of occupancy, or meet the definition of an independent student
3. Meet the US Department of Education's definition of an independent student.
4. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations, AND
5. Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing support. This certification is required even if no assistance will be provided.

**INCOME TARGETING**

For properties assisted under a contract for project-based Section 8 assistance, the owner must lease not less than 40% of the units assisted under the contract that become available for occupancy within the properties fiscal year to extremely low-income (ELI) households. Extremely low-income households are defined as households whose annual gross income falls below 30% of area median income (AMI). The Fiscal year for \_\_\_\_\_ is \_\_\_\_\_ to \_\_\_\_\_.

After every move-in during the fiscal year, management staff must determine whether or not the next move-in is required to be an ELI household.

Management staff must always process the next eligible applicant household in accordance with the resident selection plan and any applicable preference system. The only exception to this process should occur when \_\_\_\_\_ identifies that the next move-in is required to be an ELI household and the next applicant is not ELI-qualified. In this case, management staff should process the next ELI qualified household regardless of their position on the waiting list.





**HUD SCREENING CRITERIA****INCOME LIMIT AND INCOME REQUIREMENTS**

Income limits apply and are based on household size. The owner/agent will provide applicants a copy of the income limits for the property area upon request. In addition, applicants can review the income limits by accessing the following web site. <http://www.huduser.org/datasets/il.html>.

HUD requires that property managers incorporate the most recently published income limits when determining eligibility.

The income limits are based off a percentage of the median family income for \_\_\_\_\_ County Oregon.

**RENTAL REQUIREMENTS**

1. Third-party rental history will be verified.
2. Lack of rental history or credit history will not be a cause for an applicant to be rejected.
3. Home ownership will be verified through the county tax assessor's office. Mortgage payments must be current. Home ownership negotiated through a land sales contract must be verified through the contract holder.
4. Three (3) years eviction free rental history will be required. Any household containing a member(s) who was evicted in the last 3 years from federally assisted housing for drug-related criminal activity will be denied. There are 2 exceptions: (1) The evicted member has successfully completed an approved, supervised drug rehab program, or (2) The circumstances that led to the eviction no longer exist (e.g. the member no longer resides with the applicant household). Eviction actions that were dismissed, subsequently sealed or set aside by law, or based on a no-cause notice will not be considered. Additionally, evictions less than three years before the date of application that were the result of a default judgement due to failure to appear where the applicant can prove they vacated the unit at the time of the notice of the action was served will not be considered.
5. Rental history reflecting any outstanding damages or past due rent greater than \$500 will be a cause for denial of your application. (An exception is made when payments are being made.)
6. Twelve months of verifiable contractual rental history within the past two (2) years from a third-party landlord or home ownership is requested. If not provided, rental history demonstrating three (3) or more violations within one year, defaults in rent, outstanding balances, or lease violations resulting in termination of tenancy will be grounds for denial. Cascade Management, Inc. may refuse to process an application whose rental history reflects repeated and verifiable violations within 365 days of application submission date.

**CREDIT REQUIREMENTS**

Credit will be reviewed. The following will be grounds for denial:

1. Bankruptcy reported within 1 year from the date of application.
2. Bankruptcy reported prior to 1 year from the date of application and negative information followed the bankruptcy.
3. Involuntary repossession
4. More than 10 collections accounts (valued greater than \$1,000; not including medical, educational or vocational training debt)



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Insufficient credit history, credit scores over 500, discharged bankruptcy or chapter 13 bankruptcy under active repayment plan will not be considered as part of the credit requirements.

**RENT WELL GRADUATES**

If applicant fails to meet any criteria related to credit, evictions and/or landlord history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as “Rent

Well”, Owner/Agent will consider whether the course content, instructor comments and any other information supplied by applicant is sufficient to demonstrate that the applicant will successfully live in the complex in compliance with the rental agreement. Based on this information, Owner/Agent may waive the credit, eviction and/or landlord history screening criteria for this applicant.

**ELIGIBILITY REQUIREMENTS**

Your application may be rejected for any of the following reasons:

1. Cascade Management, Inc. may refuse to process applications that are incomplete, inaccurate, fail to provide information concerning applicant’s identification or income, or when applicant intentionally withholds or misrepresents required information.
2. You are ineligible for occupancy in a particular unit or property.
3. You are unable to disclose and document SSNs of all household members, or you do not execute a certification stating no SSNs have been assigned. Non-exempt applicants have 90 days to disclose and document social security numbers. Once a unit is available, the unit will not be held open pending disclosure and documentation of social security numbers. The next applicant on the waiting list will be contacted after notice to disclose and document social security numbers for the available unit.
4. Applicants who were 62 years of age as of 1/31/10 **and** whose initial determination of eligibility was established prior to 1/31/10 are exempt from the requirement to disclose and document social security numbers. Documentation must be obtained from the prior landlord establishing date of eligibility.
5. You do not sign and submit verification consent forms or the Authorization for Release of Information (HUD Forms 9887 & 9887A).
6. Your household characteristics are not appropriate for the unit available or your family size is not appropriate for the unit available.
7. If there is reasonable cause to believe that any member’s behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards are based on behavior, not the condition of alcoholism or alcohol abuse. In addition, any household in which any members are currently engaged in illegal use of drugs or for which there is reasonable cause to believe that a member’s illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.





**HUD SCREENING CRITERIA**

8. Under the 202/8 program, tenants under 62 must provide verification they meet the definition of “disabled person”. The term “disabled person” means a person who: (a) has a disability as defined in Section 23 of the Social Security Act; (b) has a physical, mental, or emotional impairment that (1) is expected to be of long-continued and indefinite duration; (2) substantially impedes his or her ability to live independently; and (3) is of such a nature that such ability could be improved by more suitable housing conditions; OR (c) has a developmental disability.

\*Unless the complex is designated for elderly only- the disability status does not apply.

**The following do not apply to 202/811 PRAC complexes**

1. Your family includes members who did not declare citizenship or noncitizen ship status, or sign a statement electing not to contend noncitizen status.
2. You are a student enrolled in an institution of higher learning not yet 24 and do not meet one of the following exceptions: a veteran of the US military; not married; have no dependent child(ren); not a person with a disability receiving Section 8 as of 11-30-05; or not otherwise eligible as defined by HUD.

**EIV, ANNUAL AND INTERIM CERTIFICATIONS**

The Department of Housing and Urban Development (HUD) has provided property managers with access to a verification database called the Enterprise Income Verification System (EIV).

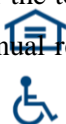
EIV provides information about project-based and tenant-based HUD assistance recipients. This database is used as an existing tenant search and to verify certain types of reported income with records maintained in the Social Security Administration databases and the Department of Health and Human Service (HHS) National Database of New Hires. HHS provides information about current and past employment and unemployment insurance information. This information will be obtained initial and annual certifications. All adult household members are required to give consent to the release of this information by signing HUD Forms 9887 and 9887A. During the application and move in process, \_\_\_\_\_ will access EIV and run the existing tenant search to verify if you or any member of your household are being assisted under HUD assistance program at another location. If the report identifies that the you're a member of your household is residing at another location, \_\_\_\_\_ will give you the opportunity to explain any circumstances relative to being assisted at another location. \_\_\_\_\_ will follow up with the respective Public Housing Agency (PHA) or owner to confirm your program participation status before admission, if necessary, depending on the outcome of the discussion. \_\_\_\_\_ will retain the search results with the application, along with any other documentation obtained.

If HUD indicates that there is a discrepancy discovered by the EIV database, \_\_\_\_\_ will contact you so that we continue to assure that you are receiving all assistance for which you are eligible.

Income (obtained by EIV and/or 3<sup>rd</sup> party, including but not limited to: wages, non-governmental rent assistance, and monetary public benefits) and are based on the cumulative financial resources of all financially responsible applicants.

All assets must be verified at initial certification and annually thereafter. Income/assets are calculated as an estimate of the total monies to be received by the applicant/tenant for the upcoming year.

For the annual recertification process, tenants will be notified 120 days in advance of their recertification date of the



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**HUD SCREENING CRITERIA**

required documents needed to complete the recertification process.

If a tenant's income increases \$200 or more per month, the family composition changes, or a change in job occurs, tenant is required to notify management and an interim certification is completed. If a tenant's income decreases in any amount, they may request an interim recertification. Unemployed tenants who become employed must report their change in circumstance.

**CRIMINAL CONVICTION CRITERIA**

Upon receipt of the rental application and screening fee, Owner/Agent will conduct a search of public records to determine whether the applicant or any proposed tenant has charges pending for, been convicted of, or pled guilty or no contest to, any: 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 the 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 residents, the landlord or the landlord's agent. A single conviction, guilty plea, no contest plea or pending charge for any of the following shall be grounds for denial of the rental application. If there are multiple convictions, guilty pleas or no contest pleas on the applicant's record, Owner/Agent may increase the number of years by adding together the years in each applicable category. Owner/Agent will not consider arrest records (except when there are open pending charges), diversion or deferred judgements, convictions that have been judicially dismissed, expunged, voided, or invalidated, convictions for crimes no longer illegal in Oregon, juvenile convictions, and expunged records.

- a) All felony convictions of any kind in which the dates of sentencing are older than seven (7) years from the date of the application.
- b) All misdemeanor convictions of any kind in which the dates of sentencing are older than three (3) years from the date of the application.

**APPLICATION PROCESS**

1. Complete the application.
2. If there is a waiting list at the project, you may ask to be placed on any of the bedroom size waiting lists you qualify for. If requested, the manager will provide you with an approximate timeframe for how long the waiting list is running.
3. Provide verification of identification when appropriate. Acceptable forms of identification include: evidence of social security number, valid permanent resident card, immigrant visa, individual taxpayer identification number (TIN), non-immigrant visa, any government-issued identification regardless of expiration date, or any non-governmental issued identification or combination of identification that would permit a reasonable verification of identification.
4. Once your application is selected for processing, be prepared to wait 1-2 business days for the application screening process.
5. Applicants will be required to pay a refundable security deposit. The amount of the security deposit is based on the specific program requirements. There may be an option for an agreeable payment plan for security deposits only.
6. Applicants who fail to income qualify may, at Landlord's discretion and based on the type of funding at



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**HUD SCREENING CRITERIA**

the property, be required to pay an additional security deposit in the amount of half a month's rent.

**TENANT SELECTION**

Applicants will be selected in the following order:

For accessible units:

- In-house transfers needing accessible features of the unit
- Applicants with disabilities from the waiting list
- Applicants with preferences
- Applicants from the waiting list by date and time

For all other units:

- In-house transfers by date and time received as listed on the transfer waitlist
- Applicants with preferences
- Applicants from the waiting list based on date and time

**CMI EMPLOYEE PREFERENCE**

CMI has a preference for employees who will be moving into a "manager unit" for the property they will be working at. Designated "manager units" are limited to one or two units depending on the size of the property. The CMI employee will be required to meet all eligibility requirements for the "manager unit" and will be added to the top of the waiting list and will receive the next available unit. If the employee no longer works for CMI and occupies a designated "manager's unit", they will be required to move in accordance with CMI's Employee Policy. If the employee has signed a HUD lease, they retain all rights and responsibilities in accordance with the HUD lease.

**WAITING LIST POLICY**

Your application may be removed from the waiting list for any of the following reasons:

1. At your request.
2. You no longer qualify under the guidelines for the complex.
3. You have not contacted management for 6 months.
4. At the second refusal when offered a unit.
5. We have been unable to contact you by phone on 3 or more occasions.
6. Your phone is no longer in service.
7. You were offered and accepted a unit within the complex (your name will be removed from all other waiting lists within that complex).
8. You are unable or unwilling to disclose information necessary to income qualify within three (3) business days of request made by management.
9. You have provided incomplete, inaccurate or falsified information. You will be notified in writing of your removal from the waiting list.

**APPEAL PROCESS**

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**HUD SCREENING CRITERIA**

If your application is rejected due to negative and adverse information being reported, you may:

1. Contact the company that supplied the information to discuss your application.
2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit-reporting agent as per their policy.
4. Request the credit-reporting agency to submit a corrected credit check to the screening company.
5. Upon receipt of the corrected information your application will be reevaluated for the next available unit.

If your application has been denied and you feel you qualify under the criteria above, you can do one of the following:

1. You have the right to appeal the denial within 30 days, including to correct, refute, or explain negative information forming the basis for the denial. Written explanations appealing your denial may be sent to: **Equal Housing Opportunity Manager 9600 SW Oak St. Suite 200, Portland, Oregon 97223**. In the letter explain the reasons you believe your application should be approved and request a review of your file.
2. Request a meeting. Any meeting with you will be conducted by someone who was not involved in the initial decision. Within 5 working days of receipt of your letter or the meeting, your application file will be reviewed and you will be notified in writing of the final decision of your eligibility. If you are a disabled applicant, you may request a Reasonable Accommodation to participate in the informal hearing process.

If the appeal is granted, you will be returned to the wait list as follows: appeal requests submitted within 3 business days of the denial will result in you being restored to your original position on the waitlist; appeal requests submitted beyond three (3) business days of the denial will result in you being restored at the bottom of the waitlist.

CMI reserves the right to overturn denials for extenuating circumstance. (For examples: medical reasons or domestic violence).

Appeals that are granted also allow you to be considered prequalified, with all screening fees waived, for any rental opportunities managed by Cascade Management, Inc. for three (3) months following the appeal approval date. You will however be required to recertify in writing that no conditions have materially changed from those described in the landlord's approved application. If conditions have materially changed, Cascade Management, Inc. may use those changes as a basis for denial.

If your appeal is denied, you will receive written notification of the denial within two (2) weeks. Written notification will explain the basis for the denial and include an explanation of reasons that the supplemental evidence did not adequately compensate for the factors that informed the landlord's decision to reject the application.

If you feel you have been a victim of discrimination, you may contact HUD at 909 1<sup>st</sup> Avenue, Room 205,



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CMP 041 (3/2020)

## HUD SCREENING CRITERIA

Seattle, WA 98104-1000, 1-800-877-0246, TTY 1-206-220-5185, [www.hud.gov](http://www.hud.gov).

**You may request a copy of CMI's Tenant Selection Policy from the Community Manager.**

I have received a copy of Cascade Management's Rental Criteria. I understand that all applications are screened by Pacific Screening.

All applicants 18 and over must certify.

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Applicant Signature

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Date

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Applicant Signature

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Date

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Applicant Signature

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Date

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Applicant Signature

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Date



Cascade Management, Inc., does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs and activities. The Compliance Officer is designated as the 504 Compliance Coordinator.

Cascade-Management.com



# Portland Housing Bureau

## Rental Services Office

Mayor Ted Wheeler • Director Shannon Callahan

421 SW 6th Avenue, Suite 500 • Portland, OR 97204

PHONE 503-823-1303 • FAX 503-865-3260

[portlandoregon.gov/phb/rso](http://portlandoregon.gov/phb/rso)

### Rental Services Helpdesk Hours

MON, WED, FRI 9–11am and 1–4pm

## Statement of Applicant Rights and Responsibilities Notice Required Under Portland City Code Title 30.01.086.C.3.C

Within the City of Portland, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

### City of Portland Applicant Rights

The City of Portland has adopted local requirements that provide additional rights and responsibilities for landlords and applicants for rental housing, beyond state law requirements, during the rental unit advertising and application process.

Applicants are strongly encouraged to submit supplemental information to offset any reasons that could lead to denial. In the event of denial, applicants have the right to appeal the decision within 30 days.

### Applicants are strongly encouraged to review their rights before submitting an application.

City requirements address the following landlord tenant topics: advertising and application process screening, security deposits, depreciation schedules, rental history, notice rights, and rights for relocation assistance.

The City of Portland city code, rules, required notices and forms are listed below, and are available at: [[portland.gov/rso](http://portland.gov/rso)] or by contacting the Rental Services Office at (503) 823-1303 or [rentalservices@portlandoregon.gov](mailto:rentalservices@portlandoregon.gov).

### Residential Rental Unit Registration

- Portland City Code 7.02.890

### Application and Screening Requirements

- Portland City Code 30.01.086
- Rental Housing Application and Screening Administrative Rule
- Statement of Applicant Rights and Responsibilities Notice
- Right to Request a Modification or Accommodation Notice
- Rental Housing Application and Screening Minimum Income Requirement Table

### Security Deposit Requirements

- Portland City Code 30.01.087
- Rental Housing Security Deposits Administrative Rule
- Rental History Form
- Notice of Rights under Portland's Security Deposit Ordinance





## **Mandatory Renter Relocation Assistance**

- Portland City Code 30.01.085
- Mandatory Relocation Assistance Exemption Eligibility and Approval Process  
Administrative Rule
- Tenant Notice of Rights and Responsibilities Associated with Portland Mandatory  
Relocation Assistance
- Relocation Exemption Application Acknowledgement Letter (If applicable)



If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

For translation or interpretation, please call 503-823-1303  
TTY at 503-823-6868 or Oregon Relay Service at 711

503-823-1303: Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译  
Письменный или устный перевод | 翻訳または通訳 | Traducere sau Interpretare  
번역 및 통역 | Письмовий або усний переклад | Turjumida ama Fasiraadda  
الترجمة التحريرية والشفوية | ການແປພາສາ ຫຼື ການອະທິບາຍ

This requirement is in addition to any other rights and responsibilities set forth in the Oregon Residential Landlord and Tenant Act under Oregon Revised Statute Chapter 90, and Portland Landlord-Tenant Law under Portland City Code Title 30.

*The information in this form is for educational purposes only. You should review appropriate state statute, city code, and administrative rule as necessary. If you need legal guidance, or are considering taking legal action, you should contact an attorney.*



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## Right to Request a Modification or Accommodation Notice Required Under Portland City Code Title 30.01.086.C.3.B

Within the City of Portland, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

State and federal laws, including **the Fair Housing Act**, make it illegal for housing providers to refuse to make **reasonable accommodations** and **reasonable modifications** for individuals with disabilities. All persons with a disability have a right to request and be provided a reasonable accommodation or modification at any time, from application through to termination/eviction.

### Some examples of reasonable accommodations include:

- Assigning an accessible parking space
- Transferring a tenant to a ground-floor unit
- Changing the rent payment schedule to accommodate when an individual receives public benefits
- Allowing an applicant to submit a housing application via a different means
- Allowing an assistance animal in a "no pets" building. More information about assistance animals is available here:  
[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opportunity/assistance\\_animals](https://www.hud.gov/program_offices/fair_housing_equal_opportunity/assistance_animals)

### Some examples of reasonable modification include:

- Adding a grab bar to a tenant's bathroom
- Installing visual smoke alarm systems
- Installing a ramp to the front door

### Under fair housing laws, a person with a disability is someone:

- With a physical or mental impairment that substantially limits one or more major life activities of the individual;
- With a record of having a physical or mental impairment that substantially limits one or more major life activities of the individual; or
- Who is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Major life activities include, but are not limited to seeing, walking, reaching, lifting, hearing, speaking, interacting with others, concentrating, learning, and caring for oneself.



## **Reasonable Accommodations**

A reasonable accommodation is a change or exception to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling. This includes public use and common spaces or fulfilling their program obligations. Any change in the way things are customarily done that allows a person with a disability to enjoy housing opportunities or to meet program requirements is a reasonable accommodation.

All housing or programs are required to make reasonable accommodations. Housing providers may not require persons with disabilities to pay extra fees or deposits or any other special requirements as a condition of receiving a reasonable accommodation.

## **Reasonable Modifications**

A reasonable modification is a structural change made to the premises in order to afford an individual with a disability full enjoyment of the premises. Reasonable modifications can include structural changes to interiors and exteriors of dwellings and to public use and common areas.

Under federal law, public housing agencies, other federally assisted housing providers, and state or local government entities are required to provide and pay for structural modifications as reasonable accommodations/modifications. For private housing, the person requesting the reasonable modification will need to cover the costs of the modification.

## **Verification of Disability**

In response to an accommodation or modification request and only when it is necessary to verify that a person has a disability that is not known or apparent to the housing provider, they can ask an applicant/tenant to provide documentation from a qualified third party (professional), that the applicant or tenant has a disability that results in one or more functional limitation. If the disability-related need for the requested accommodation or modification is not known or obvious, the housing provider can request documentation stating that the requested accommodation or modification is necessary because of the disability, and that it will allow the applicant/tenant access to the unit and any amenities or services included with the rental equally to other tenants.

A housing provider cannot inquire into the nature or extent of a known or apparent disability or require that an applicant or tenant release his or her medical records. Housing providers can require that the verification come from a qualified professional, but they cannot require that it be a medical doctor.

Nondiscrimination laws cover applicants and tenants with disabilities, as well as applicants and tenants and without disabilities who live or are associated with individuals with disabilities. These laws also prohibit housing providers from refusing to rent to persons with disabilities, making discriminatory statements, and treating persons with disabilities less favorably than other tenants because of their disability.

**Under fair housing laws, it is illegal for a housing provider to deny reasonable accommodations and reasonable modifications to individuals with disabilities. If wrongfully denied an accommodation or modification contact HUD or the Fair Housing Council of Oregon. Time limits apply to asserting any legal claims for discrimination.**

Call HUD toll-free at 1-800-669-9777 or TTY 1-800-927-9275 or visit  
[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/complaint-process](https://www.hud.gov/program_offices/fair_housing_equal_opp/complaint-process)

HUD will investigate at no cost to the complainant.

For more information about reasonable accommodations and modifications visit  
[www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/reasonable\\_accommodations\\_and\\_modifications](http://www.hud.gov/program_offices/fair_housing_equal_opp/reasonable_accommodations_and_modifications)

Call the Fair Housing Council of Oregon at (503) 223-8197 ext. 2 or  
<http://fhco.org/index.php/report-discrimination>.



If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

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