



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



For Office Use Only

Date / Time Received: _____ AM/PM
 Received By: _____

Property: _____

Physical Address: _____

Application for Housing

Email: 2100ebarnettmgr@cascade-management.com
 Drop off: 930 Broad Street, Medford, OR 97501
 Phone: 458-225-6432

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 _____

Contact Information

Name: _____
 Street Address: _____ Apt. # _____ City: _____ State: _____ Zip Code: _____
 Contact Phone Number(s): _____ Email: _____
 Emergency Contact Name: _____ Address: _____
 Emergency Contact Phone/Email: _____

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

Name (Last, First, Middle) <i>Please include all former, alias and nicknames used</i>	Date of Birth	Relationship to Head of Household	Social Security # (If Applicable)	State Driver's License #	Full time or Part time student Y/N
		Self			

Please answer and 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 Currently living in a rent subsidized property
 Displaced by a government declared disaster
 Referred by a Social Service Agency (name of agency) _____
 If age 62 or older as of January 31st, 2010 and do not have a Social Security Number, did you receive HUD rental assistance at another location on January 31st, 2010? Y N
 How did you hear about our property?

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Income Information: List wages, salaries, SSI, disability, unemployment, welfare, child support, or ANY source of income as well as any assets currently held/owned

Household Member	Income Source	Amount	Type of asset	Amount

Does anyone in your household own real estate? Yes No
 Have assets been disposed of for less than the fair market value in the past two years? Yes No
 If "Yes", please explain:

Employment Information	Head of Household Name:			
Employer/Company	Address	Phone # /Email	Position	Length Employed

Employment Information	Adult Co-Head Name:			
Employer/Company	Address	Phone # /Email	Position	Length Employed

Employment Information	Adult Co-Head Name:			
Employer/Company	Address	Phone # /Email	Position	Length Employed

Employment Information	Adult Co-Head Name:			
Employer/Company	Address	Phone # /Email	Position	Length Employed



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Automobile Information			
Make	Year	Color	License Plate #

Current and Previous Rental History: Start with your current residence					
Landlord / Apartments	Contact Phone #	Address you occupied	Move In Date	Move out Date	Reason for Leaving

Has anyone in your household ever been evicted? ___ No ___ Yes Date _____
 Have you or any of your household members within the past 3 years been evicted from federally assisted housing due to drug-related criminal activity? No Yes
 Has legal notices been given where you currently live? No Yes
 List all states where all household members have lived: _____

Background Information
 Have you or any person who will be occupying the unit ever been convicted or pled guilty or no contest to any felony or misdemeanor? No Yes
 If "Yes", type of offense _____ Where? _____ When? _____
 Is there any household member subject to a lifetime sex offender registration in any state? No Yes

Applicant Certification: I certify the statements made on this application are true and complete to the best of my knowledge and belief. I authorize Cascade Management Inc. to do a background check according to the screening criteria set forth for the property that I am applying and to make any inquiries necessary to evaluate my approval for tenancy. I understand providing false statements or incomplete information may result in punishment under Federal Law and is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I understand this is part of the application process and I acquire no rights to an apartment. I will be notified upon acceptance, and agree to sign a lease and pay a security deposit.

The applicant has the right to dispute the accuracy of any information provided to the owner/agent by the screening service or credit-reporting agency. The name of the screening service or credit-reporting agency is Pacific Screening.

Head of Household Signature _____ Date _____
 Adult Co-Head Signature _____ Date _____
 Adult Co-Head Signature _____ Date _____
 Adult Co-Head Signature _____ Date _____



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TENANT SELECTION POLICY

LIFT

Property: _____

This tenant selection plan is a procedure guide which gives direction regarding the implementation of these standards. These documents are only superseded by a project-specific management plan, by the Project-Based Section 8 Voucher (PBV) waitlist policy, the contents of the corresponding property specific Memorandum of Understanding (MOU), or by notice from the Cascade Management, Inc. (CMI) Corporate Office.

Tenants are selected on a first-come, first-serve basis. _____ and Cascade Management, Inc. (CMI) is committed to Fair Housing and follows the laws of Equal Opportunity Housing, the Fair Housing Act, the Violence Against Women Act, the Rehabilitation Act and the Americans with Disabilities Act (ADA). Therefore, _____ and CMI will not discriminate based on race, color, creed, religion, sex, national origin, age, disability, sexual orientation, income source or familial status.

PROJECT SPECIFIC REQUIREMENTS

_____ is a _____ (family, elderly and/or disabled) Community operating under the guidelines established for the LIFT program. In order to be considered for eligibility, a household’s combined income cannot exceed the published income LIFT limits for _____ County.

_____ has _____ MFI set-asides.

The property consists of ____ units: ____ studio units, ____ one-bedroom units, ____ two-bedroom units, ____ three-bedroom units, ____ four-bedroom units and ____ five-bedroom units.

PROJECT SPECIFIC PREFERENCES

Verification of preferences is required. For statutory/regulatory preferences, the applicant will be required to provide verification from the government agency verifying they have been displaced by governmental or presidential action.

_____ has project specific preference for Victims protected by HUD’s Violence Against Women Act (VAWA). In accordance with the Violence Against Women Act (VAWA), _____ allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant’s current unit to another unit. Or to give waitlist preference to an applicant who is a victim of domestic violence, dating violence, sexual assault, or stalking. The ability to request a transfer or waitlist preference is available regardless of sex, gender identity, or sexual orientation. The ability for

_____ to honor such request for tenants currently receiving assistance will depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking and on whether _____ has another unit available that is safe and offer the tenant for temporary or permanent occupancy.



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TENANT SELECTION POLICY

APPLICATION PROCESS

1. Receive application on the designated _____ form.
2. Applicant will be placed on the bedroom size waiting lists they qualify for. The applicant will be provided with an approximate timeframe for how long the waiting list is running.
3. Applicant will pay their non-refundable credit/screening fee of **\$52.00** when appropriate.
4. Once an application is selected for processing, the application will be sent to a third-party screening company. This process should take 1-2 business days.
5. Once screening has been approved, an execution deposit *may* be collected within two business days after screen results are received. Failure to comply with this requirement will result in automatic removal from the application process. Applicants will also be required to income qualify for the housing program of the property they have applied.
6. After Management has determined the applicant meets the housing program requirements of the property, applicants will be required to pay a refundable security deposit equal to one month's rent.

APPLICANT SCREENING

All applicants are screened through an independent screening company using _____ Screening Criteria. Applicants will be given a copy of the criteria to read and sign, certifying they have read the criteria and understand that an independent screening company conducts all background searches for _____. The independent screening company conducts all of _____'s screening functions that include rental history, credit check, and criminal convictions. The applicant will be notified by the screening company of approval or denial. Managers are only permitted to give an applicant notice of their approval or denial status, and the screening company's contact information for follow-up questions.

Management reserves the right to override a determination by the independent screening company in extenuating circumstances.

**See "Application Rejection Policy" for actions an applicant can take to follow up on screening denials.*

TENANT SELECTION

Applicants will be selected in the following order:

1. Accessible units:
 - a) In-house transfers for disabled residents
 - b) Disabled applicants from the waiting list
 - c) Displaced households that receive Federal and/or State relocation funds
 - d) Applicants from the waiting list by date and time



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TENANT SELECTION POLICY

2. All other units:
 - a) In-house approved transfers according to policies/procedures (See project Specific Cover Sheet).
 - b) In-house transfers by date and time received as listed on the transfer waitlist.
 - c) Displaced households that receive Federal and/or State relocation funds.
 - d) Applicants with preferences listed under Project Specific Preferences.
 - e) Applicants from the waiting list by date and time.

TENANT SELECTION – In-House Transfers

If a vacancy should occur, in-place residents approved for a transfer will be selected over waiting list applicants. For transfer approval, a tenant must be in good standing, i.e., rent is current and has been paid before the 5th of the month for the last six (6) months. Before CMI approves a transfer, the tenant's current unit will be inspected for damages and housekeeping. If the unit is unsatisfactory or there have been documented lease violations within the last six (6) months, _____ and CMI reserves the right to refuse the transfer. Once transfers of in-house residents are completed, the waiting lists can be utilized to fill vacancies.

Households eligible to request a unit transfer include:

1. Reasonable accommodations
2. Household composition has increased beyond the occupancy policy
3. Household composition has decreased below the occupancy policy
4. Studio to a one-bedroom
5. Extenuating circumstances

**CMI reserves the right to allow transfers on a case by case basis due to extenuating circumstances.*

HOUSEHOLDS CHANGE FROM CURRENT MFI LIMIT SET-ASIDE

Upon recertification, if household income has increased/decreased above/below the current median family income set aside limit for that unit, the following action is taken for the household & unit, also referred to as the "Next Available Unit Rule":

- The next available unit will need to be rented to a qualified household that meets the lower or higher median family income set aside requirements. Once the lower or higher set-aside is replaced, the household that no longer qualifies at the lower or higher set-aside will need to be re-designated to a higher or lower set-aside, and the rent adjusted accordingly.

**It is important to note that if any unit's household income has gone over the 140% MFI, the Next Available Unit Rule may be invoked.*



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TENANT SELECTION POLICY

APPLICATION POLICY

1. General:

- a) A complete and accurate application is required. Incomplete applications will be returned for completion.
- b) Each applicant will be required to qualify individually and provide accurate photoidentification.
- c) Primary applicants must be able to enter a legal and binding contract.
- d) Student Status eligibility requirements as per the program of the property must be met.

2. Occupancy:

- a) Occupancy requirements are 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.
- b) Maximum occupancy is two (2) persons per bedroom plus one additional person. The minimum allowed occupancy is one (1) person per bedroom. Exceptions to this rule shall be made on a case by case basis on a standard of reasonableness.

3. Income:

- a) A monthly household income should equal two (2) times the stated monthly rent. (Does not apply to Section 8 applicants. Properties with PDC funding have an income to rent ratio of 1.5.)
- b) All income and assets must be reported and must be verified.
- c) Application will be denied if all income sources cannot be third party verified.
- d) If applicant is self-employed, they are required to bring proof of their most recent federal tax return to include schedule C or CEZ.
- e) False or fraudulent statements will automatically lead to a denial of the application.
- f) Applicant must meet the income limits for the program/complex they are applying at.



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TENANT SELECTION POLICY

WAITING LIST POLICY

If an applicant is eligible to rent an apartment but no appropriate sized unit is available, Community Managers will place the family on a waiting list. Management must also notify them of the approximate waiting time for a unit to become available. This notification may be done verbally or in writing. Management will document the application with the date and information given to the applicant. Management will base the estimated waiting time by turnover experience, with a couple of months should be added to the estimated waiting time to allow for unforeseen circumstances.

In projects with accessible units, persons with disabilities are given priority over all other applicants for those units. In no case will a non-disabled family be selected before a disabled family for an accessible unit. Applicants self-identify the need for an accessible unit on the Preliminary Application. The waiting list will indicate which families require accessible units. For those tenants that are not disabled but are placed in an accessible unit, the lease agreement will be marked with the provision that they agree to transfer and incur all transfer costs upon being requested to move.

Applicants may be removed from the waiting list for the following reasons:

1. At the applicant's request.
2. The applicant no longer qualifies under the guidelines for the complex.
3. Applicant has not contacted management for 60 days.
4. At the second refusal when offered a unit.
5. If the site staff have been unable to contact the applicant by phone on three (3) or more occasions.
6. If the phone number given is no longer in service.
7. Applicant was offered and accepted a unit within the complex (Applicant will be removed from all other waiting lists within the complex).
8. Applicant is unable or unwilling to disclose information necessary to income qualify within 3 business days of request.

Please Note: Site staff is required to notify the applicant in writing of their removal from the waiting list.



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TENANT SELECTION POLICY

WAITLIST STATUS

1. Closed - The waiting list may be closed for one or more unit sizes when the average wait is excessive (i.e., one year or more). When the list is closed, applicants must be advised that the waiting list is closed and that additional applications are not being taken. When applications will no longer be accepted, a notice must be published in a publication likely to be read by potential applicants. The notice must state the reasons for the owner's refusal to accept additional applications.
2. Open - The waiting list will be reopened when the waiting time has been reduced to 60 days. The notice of this action must be announced in a publication likely to be read by potential applicants in the same manner as listed above. This notification will be extensive, and the rules for applying and the order in which applications will be processed will be stated. The notice will include where and when to apply, and will conform to the advertising and outreach activities described in the Affirmative Fair Housing Marketing Plan.

LIVE-IN CAREGIVER

Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver fill out an application and pay a screening fee of **\$12.00**. A limited screening involving a criminal background check will be performed. The caregiver must meet requirements regarding criminal history or their application will be denied.

APPLICATION REJECTION POLICY

Potential reasons for rejecting an application:

1. Applicant is income-ineligible.
2. If the applicant has incomplete, inaccurate or has falsified information on application or otherwise.
3. Household characteristics are not appropriate for the unit type available (e.g., an accessible unit).
4. Family size is not appropriate for the size of units that are available. (See APPLICATION POLICY- Occupancy.)
5. Applicant does not meet age criteria for the property (for age-specific properties only).
6. Applicants that do not meet the criteria set forth for the property and are denied by _____'s independent screening company.
7. The applicant is unable or unwilling to disclose information necessary to income qualify within three (3) business days of request made by management.
8. Student Status eligibility requirements as per the program of the property.
9. Any applicant currently using illegal drugs, and/or possessing illegal drugs.
10. Any individual who may constitute a direct threat to the health and safety of any individual, or whose tenancy may pose a threat to the complex, or the property of others.



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TENANT SELECTION POLICY

11. Any applicant or representative on behalf of the applicant who engages in sexually inappropriate, intoxicated, threatening, violent, abusive actions toward Landlord, and/or aggressive yelling, profane language or other violent behavior toward landlord shall be denied. If applicant engages in this behavior after approval but before signing of the lease, no lease will be signed and Landlord will refund any monies paid by applicant.

If an application is rejected due to negative and/or adverse information being reported, the applicant may:

1. Contact the company that supplied the information to discuss their 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 submit a corrected credit check to the appropriate screening company.
5. Upon receipt of the corrected information the application will be reevaluated for the next available unit.

If the applicant is not placed on the waiting list or immediately processed for admission, the applicant will be promptly notified in writing of the rejection. The notice will contain:

1. The reason(s) for the rejection; and
2. The applicant has 14 calendar days to respond in writing or to request a meeting to discuss the rejection.

APPEAL PROCESS

If the application has been denied and the applicant feels they qualify as a resident under the criteria above, they may:

1. Submit a written explanation appealing the denial, within three (3) business days of receipt of the denial letter to: **Regional Portfolio Manager, 9600 SW Oak St. Ste. 200, Portland, OR 97223**

In the letter, the applicant should explain the reason(s) they believe their application should be approved and attach all viable documentation that would support their request for an appeal. Within three (3) working days of receipt of their letter, the application file will be reviewed and the applicant will be notified of the review outcome. If the appeal is granted, the applicant will be returned to the waitlist as follows: appeal requests submitted within three (3) business days of the denial will result in the applicant being restored to their original position on the waitlist; appeal requests submitted beyond three (3) business days of the denial will result in the applicant being restored to the bottom of the waitlist.



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TENANT SELECTION POLICY

Any meeting with the applicant or review of the applicant's written request must be conducted by a CMI staff member who did not make the initial decision to reject the applicant.

The following will be kept on file for at least three (3) years: application; initial rejection notice; applicant's reply; owner's final response; and all interviews and supporting documents in which the rejection was based.

GOVERNMENT STATUTES AND REGULATIONS POLICY

Fair Housing and Equal Opportunity Reasonable Accommodation (Section 504)

No person shall be discriminated against based on race, color, creed, religion, sex, national origin, age, sexual orientation, disability, income source, or familial status. These requirements apply to: (1) accepting and processing applications; (2) selecting tenants from among eligible applicants; (3) assigning units; and (4) certifying and recertifying eligibility for assistance.

The following is an overview of _____ and CMI's policies under the Rehabilitation Act of 1973 (Section 504) and Fair Housing Act:

1. Adopt and implement procedures to assure qualified individuals with disabilities are not discriminated against on the basis of their disability, and to ensure they have equal opportunity to receive and enjoy the benefits of living in a project.
2. Adopt and implement procedures to effectively communicate with applicants, tenants and members of the public who are individuals with disabilities. _____ and CMI uses the Federal 711 telephone relay system for the speech and hearing-impaired.
3. Permit individuals with disabilities to use assistive devices (i.e., service animals).
4. Accommodate requests from applicants and tenants to make units, facilities, and programs accessible and usable to persons with disabilities.
5. Accommodate requests from applicants and tenants for reasonable accommodations in rules, policies, practices and services when such accommodations are necessary to afford a disabled person equal opportunity to use and enjoy a dwelling unit, including all public and common areas.
6. Make adjustments to rules, policies and practices for qualified individuals with disabilities to ensure the policies and practices do not discriminate on the basis of a disability.

Neither _____, CMI nor the owners are required to make alterations or adjustments that would result in undue administrative and financial burdens, or are fundamental alterations in the nature of the program. In some circumstances, the undue burdens could be primarily financial and, in other circumstances, the undue burdens could be primarily administrative.



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TENANT SELECTION POLICY

REASONABLE ACCOMMODATIONS AND MODIFICATIONS

_____ and Cascade Management are committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operations of programs, services and activities.

Therefore, if an individual with a disability requires an accommodation or modification such as an accessible feature or modification to a policy, _____ and Cascade Management will provide such accommodation unless doing so would result in a fundamental alteration in the nature of the program; or an undue financial and administrative burden. In such a case, Cascade Management will accept another accommodation or modification that would not result in a financial or administrative burden.

A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, program, or facility that provides a qualified individual with a disability the opportunity to participate in, or benefit from, a program (housing or non-housing) or activity.

A reasonable modification is a structural change made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment of the premises. This can include changes to the dwelling unit, common and public use areas. Examples would be accessibility features for persons in wheelchairs, installing grab bars in bathrooms, lowering cabinets and adding entrance ramps.

Reasonable accommodation or modification methods or actions that may be appropriate for a particular program and individual may be found to be inappropriate for another program or individual. The decision to approve or deny a request for a reasonable accommodation or modification is made on a case-by-case basis and takes into consideration the disability and the needs of the individual as well as the nature of the program or activity in which the individual seeks to participate.

A person with a disability means an individual who has a physical or mental impairment that substantially limits one or more major life activities. As used in this definition, the phrase "physical or mental impairment" includes:

- (a) Substantially impedes his/her ability to live independently, and is of such a nature that this ability could be improved by more suitable housing conditions;
- (b) Substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment;
- (c) One whose condition is expected to be of long-continued and indefinite duration.



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TENANT SELECTION POLICY

A person is considered disabled if: (1) the following Social Security disability definition is met, or (2) the individual has a developmental disability as described in paragraph (b) or physical, mental or emotional impairment as described in paragraph (c).

(a) Section 223 of the Social Security Act defines disability as:

- “Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death, or which has lasted or can be expected to last for a continuous period of not less than 12 months, or,
- “In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.”

(b) Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)) defines developmental disability in functional terms as:

- “Severe chronic disability that: (a) is attributable to 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: (1) self-care; (2) receptive and responsive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and (8) reflects the person’s need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services which are of lifelong or extended duration and are individually planned and coordinated.”

(c) Has a physical, mental or emotional impairment that:

- Substantially impedes his or her ability to live independently,
- Is of such a nature that ability to live independently could be improved by more suitable housing conditions, and
- Is expected to be of long-continued and indefinite duration.

Examples of reasonable accommodations or modifications may include, but are not limited to:

- Making a unit, part of a unit or public and common use element accessible for the head of household or a household member with a disability who is on the lease;
- Permitting a family to have a service or assistance animal necessary to assist a family member with a disability;
- Allowing a live-in aid to reside in an appropriately sized AHA unit;
- Transferring a resident to a larger size unit to provide a separate bedroom for a person with a disability;
- Transferring a resident to a unit on a lower level or a unit that is completely on one level



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TENANT SELECTION POLICY

_____ will provide the Request for Reasonable Accommodation or Modification form to all applicants, residents or individuals with disabilities who request a reasonable accommodation or modification.

Individuals may submit their reasonable accommodation or modification request(s) in writing, orally, or by any other equally effective means of communication. However, _____ will ensure that all reasonable accommodation or modification requests are documented in writing. If needed as a reasonable accommodation, _____ will assist the individual in submitting the request.

An individual with a disability may request a reasonable accommodation or modification at any time during the application process or residency. The individual, staff or any person identified by the individual, must submit all requests in writing by a method as follows:

1. Applicant/Resident completes a Reasonable Accommodation or Modification form that is then sent to a qualified third party for verification.
2. Applicant/Resident submits a letter from a qualified third party regarding the Reasonable Accommodation or Modification request.
3. Applicant/Resident requests a reasonable accommodation verbally (the request is then documented by the Cascade Management employee).

All Reasonable Accommodation or Modification requests will be processed as follows:

1. Community Manager must submit the completed reasonable accommodation or modification request to the Compliance Specialist within (2) business days.
2. Within (10) business days of receipt, the Compliance Specialist will respond to the reasonable accommodation or modification request.
3. If the accommodation or modification is approved, the resident will be notified in writing.
4. If the accommodation or modification is denied, the resident will be notified in writing and will be given the reasons for denial. The individual does have the right to appeal the denial.

_____ or Cascade Management may request documentation or verification of the need for a reasonable accommodation or modification as identified on the Request for Reasonable Accommodation or Modification Form. _____ and Cascade Management may verify a person's disability only to the extent necessary to ensure that individuals who have requested a reasonable accommodation or modification have a disability-based need for the request. However, _____ and Cascade Management may not require individuals to disclose confidential medical records in order to verify a disability or require specific details regarding the individual's disability.



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TENANT SELECTION POLICY

The following may provide verification of a resident's disability and the need for the requested accommodation(s):

- Physician;
- Licensed health professional;
- Professional representing a social service agency;
- Disability agency or clinic;
- Other health care provider

Requested accommodations or modifications will be denied if one of the following would occur as a result:

- A violation of State and/or federal law;
- A fundamental alteration in the nature of the housing programs;
- An undue financial and administrative burden;
- A structurally infeasible alteration; or
- An alteration requiring the removal or alteration of a load-bearing structural member.

GRIEVANCE PROCEDURE

If an applicant or tenant believes they have been discriminated against due to a disability, they have the right to state their concerns to:

Attn: Equal Housing Opportunity Manager
 Cascade Management, Inc.
 9600 SW Oak Street, Suite 200
 Portland, Oregon 97223

In their letter, they must explain the situation and the reason(s) they believe they have been discriminated against. Within five (5) working days of receipt of their letter, the Equal Housing Opportunity Manager will review the facts and notify the applicant/tenant of their decision.

If the applicant/tenant still has issues that are unresolved, they may contact the *Fair Housing and Equal Opportunity Office* in Seattle Washington: 1-206-220-5170 Website: www.hud.gov.com.



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Screening Criteria I

Thank you for your interest in applying at one of our apartment communities. Cascade Management, Inc. (CMI) is committed to Fair Housing and follows the laws of Equal Opportunity Housing, the Fair Housing Act, the Violence Against Women Act, 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.

All reasonable accommodation request should be sent to the property you are applying to **2100 East Barnett**

If you would like to review the property selection policy, please request a copy from the Community Manager.

OCCUPANCY POLICY

1. 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.
2. Maximum occupancy is two (2) persons per bedroom plus one additional person. The minimum allowed occupancy is one (1) person per bedroom. Exceptions to this rule shall be made on a case by case basis on a standard of reasonableness.

GENERAL REQUIREMENTS

1. A complete and accurate application is required. Incomplete applications will be returned for completion.
2. Each applicant will be required to qualify individually and provide accurate photo identification.
3. Primary applicants must be able to enter a legal and binding contract.
4. Student Status eligibility requirements as per the program of the property.

INCOME REQUIREMENTS

A monthly household income should equal 2.0 times the stated monthly rent. (Does not apply to Section 8 applicants.)

1. All income (including but not limited to: wages, non-governmental rent assistance, monetary public benefits, and verifiable friend of family assistance) and are based on the cumulative financial resources of all financially responsible applicants.
2. All assets must be reported and must be verified.
3. Application will be denied if all income sources cannot be third party verified.
4. False or fraudulent statements will automatically lead to a denial of your application.
5. You must meet the income limit for the program/complex you are applying at.



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Screening Criteria I**RENTAL REQUIREMENTS**

1. Twelve months of verifiable contractual rental history within the past 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. Less than twelve months verifiable rental history may require a security deposit not to exceed one and a half month's rent.
2. 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.
3. Three years eviction free rental history will be required. 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.
4. Cascade Management, Inc. may refuse to process an application whose rental history reflects repeated and verifiable violations within 365 days of application submission date.
5. Rental history reflecting any unpaid damages or past due rent greater than \$500 will be a cause for denial of your application.

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)

Negative or adverse debt showing on a consumer credit report may require a security deposit not to exceed one and a half month's rent.

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



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Screening Criteria I

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.

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

APPLICATION PROCESS

1. Complete the application on the designated form.
2. You will be placed on the waiting list with Linn Benton Housing Authority. 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. Pay your non-refundable credit/screening fee of \$35.00 when appropriate.
5. Once your application is selected for processing, be prepared to wait 1-2 business days for the application screening process.
6. Once screening has been approved an execution deposit may be collected within two (2) business days after screen results are received. Failure to comply with this requirement will remove you from the application process.



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Screening Criteria I

7. Applicants will be required to pay a refundable security deposit. The amount of the security deposit is based on the specific property requirements. There may be an option for an agreeable payment plan for security deposits only.
8. Applicants who fail to income qualify (household income should equal 2.0 times the stated monthly rent) may, at Landlord's discretion and based on the type of funding at the property, be required to pay an additional security deposit in the amount of half a month's rent.

PBV WAITING LIST POLICY

Your application may be removed from the waiting list for 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 60 days.
4. At the second refusal when offered a unit.
5. We have been unable to contact you by phone on three (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

Please Note: You will be notified in writing of your removal from the waiting list.

LIVE-IN CAREGIVER

Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver fill out an application and pay a screening fee of \$12.00. A limited screening involving a credit report (for identification purposes only) and a criminal background check will be performed. The caregiver must meet requirements regarding criminal history or their application will be denied.

APPLICATION REJECTION POLICY

If your application is rejected due to negative and/or 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 appropriate screening company. Upon receipt of the corrected information your application will be reevaluated for the next available unit.



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Be Advised: 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. Landlord will not reject an application as incomplete because an applicant or member of the applicant's household does not produce a social security number or prove lawful presence in the county, with the exception of properties who receive funding from USDA or HUD.



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Screening Criteria I

Any verifiable information provided to Landlord indicating that applicant's tenancy would constitute a direct to the health, safety and welfare of other individuals or whose residency would result in substantial physical damage to the property of others will be denied.

If your application has been denied and you feel you qualify as a resident under the criteria above, 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, OR 97223.**

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.

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.



Screening Criteria I**PROPERTY: 2100 East Barnett****UNIT: _____****PRINT NAME: _____**

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

All applicants 18 years of age and head/co head must sign below.

Applicant Signature

Date



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