



REACH

Community Development



Admiral Apartments
910 SW Park Ave
Portland, OR 97205
(503) 282-7449

TTY (800) 735-2900
VOICE (800) 735-1232
SPANISH (800) 735-8396

Thank you for your interest in Admiral Apartments. Admiral Apartments are located in the heart of downtown Portland and has studio and one bedroom apartments. The following documents offer the information you need to apply for the Admiral waitlist:

1. Information Sheet
2. Screening Criteria with specific applicant guidelines
3. Pre-application (double sided)

Please review the Information Sheet and Screening Criteria and if you feel you qualify, complete the pre-application and return it to the address listed on top of the pre-application. **Please note that you must be 62 or older and/or disabled to qualify for residency at the Admiral Apartments.**

Before returning your pre-application:

- ✓ Double check that **all REQUIRED** fields are complete. All required information is **Bolded and Starred***. If **any** of these fields are blank, you will not be added to the waitlist.
- ✓ Make sure that **BOTH** sides of the pre-application are filled out and your signature is on the bottom.
- ✓ You must update your information and interest every **30 days** in order to remain Active on the list. If you fail to do this, you will lose your spot and be placed on Inactive status on the waitlist. In order to be placed on the waitlist after being rendered Inactive, you will have to complete a new pre-application and begin again at the bottom of the list

Notification of Available Housing:

You will be given two (2) opportunities to apply for upcoming vacancies in the floor plan you request. After declining a second housing offer your name will be placed on Inactive status and you will not receive further notification of upcoming vacancies. If you would like to be placed back on the Active waitlist, you will need to complete and re-submit a new waitlist pre-application. Your new pre-application will be posted to the waitlist in the order received.

Once you have responded to notification of a vacancy, the Building Manager will schedule an In-Take appointment in the order you are waitlisted to begin the Rental Application process.

Instructions To Remain Active on the Waitlist

Every **thirty (30) days** call (503) 501-5701 and leave your full name, mailing address and current phone number.

Your information will be retrieved from this message line and renewed on the waitlist.

*This phone line is for recording waitlist updates only; calls will not be returned.

If you receive a new pre-application in the mail, it means you are not currently Active on the waitlist as it has been over 30 days since your last update. Complete the new pre-application and mail it in if you are still interested. Your new pre-application will be posted to the waitlist in the new order received.

If you have additional questions about the process please call (503)282-7449.

***DATE TO CALL FOR UPDATE** ____/____/____

*(Call each month at this time)



REACH

Community Development



ADMIRAL APARTMENTS
910 SW Park Ave
PORTLAND, OREGON 97205
503-282-7449

TTY-1-800-735-2900
Voice-1-800-735-1232
Spanish Voice-1-800-735-8396

Admiral Apartments Information Sheet

Apartment Features

- 37 total; 14 Studio and 23 One Bedroom apartments
- Energy Efficient Windows and Heat
- Energy Star Rated, Quality Appliances (all electric)
- Cable Ready
- 62 years or older and/or disabled only
- Convenient, Central Downtown Location
- Adjacent to Director Park

Building Amenities

- Subsidized units – rent is based on 30% of adjusted income
- On-Site Central Laundry Facilities
- Community Room with computer station
- Basic Resident Services – Money management and other skill building classes, Food closet, Newsletter (see website for additional details)

About the Area

Bus Line(s): Next to all downtown bus lines and MAX lines, adjacent to Bus/light rail mall

Grocery Stores: Safeway at 1030 SW Jefferson

Other Attractions: Close to Pioneer Square, Next to downtown shopping, nearby Restaurants, Fox Tower Theater, Central Library, Performing Arts, Park Blocks, PSU, Farmer's Market, Art Museum, Historical Society, court houses

Move-in Costs, Fees, and Lease Information

Security Deposit: To be determined by HUD

Prorated Rent: Per Rental Agreement

Term: Initial 12- month lease

Pets: One Cat with \$100.00 refundable deposit (restrictions apply)

Utilities: Water, Sewer and Garbage included; Electricity, Phone & Cable paid by resident

About the Management and Staff

- Admiral Apartments is managed by REACH Community Development, Inc. with 25 years experience
- On Site Building Manager
- Resident Services Coordinator
- On Site Maintenance Technician
- Building Monitor (On Call after hours)

Income Guidelines for 2009

(Use the Income Guidelines Charts below to determine eligibility)

Household			
Size	1	2	3
50%	24,500	28,000	31,500

Households with income exceeding 60% of median are not eligible for housing at Admiral Apartments

This information is intended to be a general overview. Each household must meet the qualifications listed on the Screening Criteria.

How to contact us: (Phone) (503) 282-7449
(Website) www.reachcdc.org



REACH

Community Development, Inc.



1135 SE Salmon Street • Portland, OR 97214 • 503.231.0682 • Fax: 503.236.3429 • www.reachcdc.org

ADMIRAL APARTMENTS
910 SW Park Ave
PORTLAND, OREGON 97205
503-282-7449

TTY-1-800-735-2900
Voice-1-800-735-1232
Spanish Voice-1-800-735-8396

ADMISSIONS CRITERIA

REACH CDI and Admiral Apartments do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

REACH CDC and Admiral Apartments do not discriminate on the basis of race, color, religion, sex, national origin, disability and familial status, as it applies to housing, programs or activities.

Admiral Apartments, managed by REACH Community Development, Inc., is a Section 8 building for elderly (**62 and older**) or **disabled** and provides subsidized housing for persons who qualify under Section 8 guidelines. We provide equal housing opportunities in accordance with Section 504 of the Rehabilitation Act of 1973, the Federal Fair Housing Act and other relevant civil rights laws and statutes. See the Building Manager located at 910 SW Park Ave. Portland, OR 97205, to determine eligibility and accessibility needs.

REACH CDC and Admiral provides protection to victim's of domestic violence, dating violence, or stalking per the Violence Against Women Act and Department of Justice Reauthorization Act of 2005, Public Law 109-162.

We have zero tolerance for illegal drug use and other illegal drug activities and strongly support drug free housing.

The U.S. Department of Housing and Urban Development, (HUD), requires that each admitted tenant's income be within 50% of the median income. See the Income Guidelines Chart below. **We must make at least 40% of the assisted units that become available in each year of the project's fiscal year available for leasing to families whose income do not exceed 30% of the area median income at the time of admission.** Any applicant whose total household income exceeds 50% of the median income is not eligible for housing at Admiral.

The US Dept. of Housing and Urban Development requires the owner/agent use Enterprise Income Verification (EIV). EIV is a procedure that provides verification of income sources through a HUD secure system and requires all users to register with HUD and complete security procedures prior to access. All social security benefits, unemployment and wages provided to the owner by applicants will be verified through EIV and any discrepancies found will be clarified. Misrepresentation of income could be a reason for denial.

Admission for residency will be carefully monitored to ensure compliance with Income Targeting. Applicants will be waitlisted and selection will be followed in chronological order by date and time. Waitlisted current residents are given priority over non-residents for unit transfers. The percentage of extremely low-income admissions will be examined annually. An alternate method will be implemented if extremely low-income admissions are less than 40%, skipping transfers and in-house waitlisted residents to accomplish this income target requirement.

INCOME GUIDELINES: Median Income Percentages Year 2009

Household Size	1	2	3
50%	24,500	28,000	31,500

OCCUPANCY REQUIREMENTS:

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping with at least one window, heat and a closet space for clothing.
2. Maximum occupancy is two persons per bedroom (plus one additional person for the unit); minimum is one person per bedroom.

REACH CDI and Admiral Apartments do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.



APPLICATION PROCESS:

1. Select the unit.
2. Complete the Rental Application (one for each applicant of legal age)
3. All applicants must show two pieces of current I.D. (one with photo as proof of age).
4. The applicant must provide social security number documentation and citizenship documentation for program eligibility.
5. Allow 10 business days for the screening/approval process.
6. Applicants displaced by natural disaster or due to "governmental action" as determined by the President of the U.S. will be given preference.
7. If the application is approved and you accept an available unit, you will be required to:
 - a). Sign the rental documents in which you agree to abide by all the rules and regulations:
 - b). Pay your security deposit and prorated first month's rent.

APPLICATION APPROVAL PROCESS: (REACH staff screens applicants for income and residential qualifications, to include inclusion on the lifetime sex offender registration, pattern of abuse or abuse of alcohol.)

1. Total household monthly income must meet HUD guidelines.
2. All income must be legally obtained and verifiable.
3. Landlord shall conduct a search of public records to determine whether applicant or any proposed tenant has been convicted of, or pleaded guilty or no contest to any crime prior to the application. Current registered sex offenders will be denied. A conviction, guilty plea or no contest plea to any of the following shall be grounds for, and will result in denial of the rental application:
 - A. Any sex crimes
 - B. Any felony involving serious injury, death extensive property damage or drug related offenses (sale, manufacture, delivery or possession with intent to sell) where latest to occur of disposition, release or completion of parole have occurred within the last seven (7) years; or
 - C. Any other felony, or any misdemeanor involving: arson, assault, intimidation, drug related offenses (sale, manufacture, delivery, or possession with intent to sell) or weapons charges where the latest to occur of disposition, release or completion of parole have occurred within the last three (3) years; or
 - D. Any misdemeanor involving theft, dishonesty, prostitution, obscenity and related violations (ORS 167.060 through 167.100) where the latest to occur of disposition, release or completion of parole within the last 6 months.
 - E. Any other criminal activity that would threaten the health or safety of the PHA or Owner or any employee, contractor, subcontractor or agent of the PHA or Owner who is involved in housing operations.Open criminal cases or outstanding warrants in the above categories will require the application to be held until final resolution is made by the courts. No unit will be held awaiting resolution of pending cases.
4. Applicant or any household member may not be currently engaging in illegal drug use.
5. The applicant shall not have been evicted from any rental housing at any time during the past three years, or any assisted housing in the past seven years.
6. Applicants must list complete and accurate information regarding current landlord and at least one previous verifiable landlord reference and phone numbers. Incomplete applications will be returned to applicant.
7. Rental history demonstrating noise or other disturbance complaints or violations of the rental agreement or state law will result in denial if the applicant's former manager would not re-rent to the applicant.
8. Prior notices for non-payment of rent and/or two or more NSF checks in a 12 month period may require applicant to have a payee or qualified co-signer, when all other rental history is favorable.
9. Self-employed applicants will be required to show proof of income through previous year's tax returns.
10. Denied applicants may be reinstated to the waitlist in six months, and must re-apply and qualify per REACH's current criteria.
11. Full and part time students must meet eligibility requirements per HUD guidelines when applying for Section 8 Housing. Any Section 8 household at Beacon or household applying for housing must meet the Independent Student Eligibility requirements. There is no pro-ration of assistance with this rule. See the manager for details.

DISABLED ACCESSIBILITY: (Existing premises may be modified per Fair Housing guidelines for disabled persons). Requests for modifications made in writing are preferable and/or orally detailing the extent of the modification requested. We will review all requests and determine the financial and physical feasibility of the requested modifications in a timely manner. You will be notified in writing whether or not we are able to make the requested changes within thirty days of receipt of the request.

REJECTION POLICY:

If your application is denied for reasons due to unfavorable information received during our verification process, you may:

1. Submit a written explanation appealing your denial, within 14 days of receipt of the denial letter to:

Property REACH 1135 Portland,	Manager Community Development, Inc. SE Salmon Oregon 97214
----------------------------------------	---------------------------------------------------------------------

2. A panel will review the materials regarding your application and will notify you in writing of the results within 5 business days of the panel review.
3. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.
4. If you feel you have been a victim of discrimination, you may contact HUD at: 909 1st Ave., Rm. 205 Seattle, WA 98104-1000, 1-800-877-0246, TTY 1-206-220-5185, www.hud.gov

REACH CDI and Admiral Apartments do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.





REACH
Community Development

Admiral Apartments
Waitlist Pre-application
910 SW Park Ave.
Portland, OR 97205
(503) 282-7449
TTY (800) 735-2900,
VOICE (800) 735/1232, SPANISH (800) 735-8396



Admiral Apartments Waitlist Pre-Application

The owner does not discriminate against individuals with disabilities. Applicants with hearing impairment may call 711 to receive assistance through a telephone relay system. If applicants require assistance (Reasonable Accommodation) in the pre-application process, please advise the Landlord.

It is the responsibility of the applicant to fully complete and sign the pre-application. Completed pre-application means that ALL required fields have valid entries. **Required fields are BOLDED and starred***. Completed and signed pre-applications are date/time stamped and waitlisted in the order received. Incomplete pre-applications will not be waitlisted.

* First Name	* Last Name		
* Current Mailing Address	* City	* State	* Zip
Daytime Phone Number () -	Message Phone () -	* Date of Birth / /	

* List total Gross (before taxes) Household Income from all sources: Monthly \$_____ Yearly \$_____

* Total number of persons who will reside in the unit _____

* Are you at least 62 years old and/or disabled? Yes _____ No _____
(If you checked no to the above question, please do not submit this application as you will not qualify)

How did you hear about the Admiral Apartments? (check one)

- Housing Connections Oregonian Portland Observer Skanner
- Other _____ Drove by building REACH Website
- Agency (which one) _____

Occupancy Restrictions – Minimum Persons/Maximum Persons per bedroom to qualify

Studio	One Bedroom
Min - 1 person	Min – 1 person
Max- 2 people	Max - 3 people

***Please indicate below the unit size you request (if your household size does not meet occupancy restrictions as charted above we cannot add your name to the waitlist):**

Subsidized Project Based Section 8	
<input type="checkbox"/> Studio	<input type="checkbox"/> 1 Bdrm

Please check the appropriate answer below:

Do you currently have a Section 8 Voucher? Yes No

Do you require a Disabled Accessible Unit? Yes No

If you answered “yes” to the above, please specify: Mobility Vision Hearing Mental

Are you being displaced due to construction by REACH? Yes No

If you answered ‘yes’ to the above question, please specify which building is or will be under construction:
 Building name/or address: _____

Are you being displaced by a natural disaster as declared by the President of the USA? Yes No

Please use the chart below to determine your income eligibility

Total annual household income must be below 50 %

Median Family Income (*refer to Income Guidelines Chart*)

Median Income Percentages Year 2009

Household			
Size	1	2	3
50%	24,500	28,000	31,500

I understand that upon receipt of this completed pre-application that my name will be placed on the Admiral Apartments waitlist in the order received. I understand that my listing on the waitlist is not a guarantee for housing in the Admiral Apartments at this time. I understand that my eligibility will be determined based on my current information and the current Screening Criteria guidelines at the time of the in-take appointment.

I further understand that due to the volume of waitlist pre-applications received, REACH cannot verify if my pre-application has been waitlisted or not. It is my responsibility to contact the properties applied to confirm.

*** Applicant Signature** _____ **Date** ____/____/____