



REACH

Community Development, Inc.

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

Thank you for applying to live at the Rose Apartments. We provide equal housing opportunities that are in accordance with the Federal, State and local fair housing regulations. The Rose is a SRO or Single Room Occupancy for homeless women.

Applicants' income for the Rose Apartments must be below 30% of the median income, as established by the U.S. Department of Housing and Urban Development (HUD). Any applicant whose total household income exceeds 30% of the median income is not eligible for housing at the Rose Apartments. **If you require any assistance ("Reasonable Accommodations") in the application process, please advise the landlord.**

OCCUPANCY REQUIREMENTS:

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.

1. Maximum occupancy is one person per room. No children living with the resident.

INCOME REQUIREMENTS:

1. Households with incomes over 30% of median are not eligible for housing at the Rose Apartments.
2. 30 % Percent of Median Income for 2010 = \$14,970

POPULATION SERVED:

1. Applicants who are currently homeless, and have lived in a shelter no less than two consecutive weeks prior to occupancy (at the Rose) and are:
 - (a). A single woman without children or a partner living with them.
 - (b). Case managed by a participating provider.

REFERRAL AND APPLICATION PROCESS:

1. Applicant completes a rental application packet with their case manager and mails or brings it in to The Rose Apartments to be placed on the waiting list.
2. When Applicant's name reaches the top of the waitlist, Applicant is pre-screened with an OJIN and DNR background check by HAP.
3. Manager will verify that Applicant is eligible to be re-housed by:
 - a. Verifying applicant has lived in a shelter at least two weeks prior to occupancy; shelter must give favorable reference i.e. (history demonstrating noise or other disturbance complaints or violations of the shelter rules or state law will result in denial).
 - b. Checking REACH records former resident files; if applicant is a former resident of REACH owing REACH monies or it is noted that REACH would not re-rent, the Applicant may be denied.
4. Upon verification of eligibility by the Housing Authority of Portland, the Manager will contact Applicant/Case Manager to schedule a move-in appointment.
5. At move-in, Applicant will be required to pay the required deposit which is \$50 or the amount equal to Tenants portion of rent, which ever is greater as well any pro-rated first month's rent. Applicants should see their case manager if assistance is needed with move-in costs.
6. At move-in provide a picture ID

DISABLED ACCESSIBILITY:

You may ask for a **Reasonable Accommodation** if you have a physical or mental health problem or a disability and as a result you need:

- A change in the rules or policies or in how we do things that would give you an equal chance to participate in a program or use our services.
- A change in the way we communicate with you or give you information
- A physical change to your housing unit.

REJECTION POLICY: If HAP denies your application, HAP will send you a written notice. You must contact HAP for a hearing within 14 days)

If your application is denied by REACH, you may:

1. Submit a written explanation appealing your denial, within 14 days of receipt of the denial letter to: Property Manager, REACH Community Development, Inc., 1135 SE Salmon, Portland, 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.

I have read this document in its entirety and I understand that I will be denied housing at the Rose Apartments, if I do not meet the above outlined qualifications.

By: _____ /____/____

