



# REACH

## Community Development



### WestShore Apartments Information Sheet (503) 827-7918

#### Apartment Features

- 113 total; Studio and One Bedroom apartments
- Energy Efficient Windows
- Efficient Water
- Quality Appliances (All electric)
- Cable and Internet Ready
- Downtown Views

#### Building Amenities

- Located on multiple bus lines and close to MAX
- Controlled Access
- On-Site Central Laundry Facilities
- Community Patio
- Basic Resident Services – Housing Success and Referral services, Money Management classes, Youth Programs, Food Closet, Skill Building Classes in addition to Newsletter (Click on Resident Services on our website for additional details).

#### About the Area

**Bus Line(s):** Stops on SW 3<sup>rd</sup> between Pine and Oak - #4, 9, 17, 19, 104, 109, 117; Stops on SW 3<sup>rd</sup> and Pine - #10, 31, 32,33, 35, 36, 99, 110, 133, 135; Stops at SW 3<sup>rd</sup> between Oak and Stark - #8, 12, 44, 54, 56, 94,108, 112, 144

**Max Line:** SW 1<sup>st</sup> and Oak, SW Pine and 5<sup>th</sup> - Red, Yellow and Blue line Max

**Grocery Stores:** Safeway SW 10<sup>th</sup> /Jefferson, Fred Meyer 100 NW 20<sup>th</sup> Place

**Schools:** Chapman Elementary (K-5), West Sylvan Middle (7-8), Lincoln High (9-12)

**Other Attractions:** Close to Pioneer Courthouse Square, Old Town, many restaurants and shopping nearby, less than ½ mile to Ankeny Plaza and Tom McCall Waterfront Park, Chinese Gardens blocks away

## **\*Move-in Costs, Fees, and Lease Information**

**Application & Screening Fee:** \$35.00 (non-refundable), per applicant

**Security Deposit:** \$350.00

**Prorated Rent:** Per Rental Agreement

**Term:** Initial 12 month lease

**Pets:** One Cat with \$100.00 refundable deposit (restrictions apply), Two caged animals with a \$25.00 deposit per pet

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

*\*Subject to change without notice*

## **About the Management and Staff**

**WestShore Apartments is managed by REACH Community Development, Inc. with over 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)

<b>Household Size</b>	<b>50% AMI</b>	<b>60% AMI<sup>1</sup></b>
<b>1</b>	24,650	29,580
<b>2</b>	28,150	33,780
<b>3</b>	31,700	38,040
<b>4</b>	35,200	42,240
<b>5</b>	38,000	45,600

### **2009 Rents**

(Income must be at least 1.5 times the monthly rent)

	<b>1</b>
<b>Studio</b>	<b>Bedroom</b>
<b>\$535</b>	<b>\$709</b>

<sup>1</sup> Households with income exceeding 60% of median are not eligible for housing at WestShore.

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) 503-827-7918  
(Website) [www.reachcdc.org](http://www.reachcdc.org)



# REACH

## Community Development, Inc.

1135 SE Salmon Street • Portland, OR 97214 • 503.231.0682 • Fax: 503.236.3429 • [www.reachcdc.org](http://www.reachcdc.org)

This screening criteria applies to the Westshore Apartments.

**If Applicant Requires Any Assistance ("Reasonable Accommodations") in the application process, please advise the Landlord.**

REACH Community Development, Inc. is a private non-profit corporation that provides affordable housing for lower income families and individuals. We provide equal housing opportunities in accordance with the Federal and Local Fair Housing Acts.

Westshore Apartments is a 113 unit tax credit project. Families and individuals' total household income must be within 60% of area median for one bedroom units and 50% of median for studio units. These income guidelines are established by the U.S. Department of Housing and Urban Development (HUD). See the **INCOME GUIDELINES CHART** on the back of this sheet.

### **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.

### **APPLICATION PROCESS:**

1. Select the unit.
2. Complete the REACH Rental Application (one for each applicant of legal age)
3. All applicants must show **two pieces of current I.D. (one with photo)**.
4. Pay the non-refundable **application fee of \$35.00** for each applicant. (Please pay with check or money order; no cash please)
5. Allow 5 business days for the screening/approval process.
6. If the application is approved and you accept an available unit, you will be required to:
  - a). Within 24 hours of approval notification (or one business day) pay \$200 towards your total deposit to hold the unit. Upon move-in the \$200 deposit will be applied to your account. Failure to move-in will result in forfeiture of the deposit.
  - b). Sign the REACH Rental Agreement in which you agree to abide by all the rules and regulations:
  - c). Pay the balance of your move-in costs (security deposit and first month's pro-rated rent.)

**APPLICATION APPROVAL PROCESS:** (Qualified, trained REACH staff screens applicants for income and residential qualifications except Section 8 Voucher or Project Based Section 8 recipients. All Section 8 recipients' income and expenses will be verified by the Housing Authority of Portland, which will determine applicable rent;

1. Total household monthly income must be 1.5 times the rent.
2. Applicants must have at least three months of steady income (includes all sources). All income must be legally obtained and verifiable.
3. A credit report will be obtained:
  - a). 10 or more collections reported will result in denial;
  - b). Outstanding bad debt (i.e. slow pay, collections, bankruptcies, repossessions, liens, judgments, wage garnishments) which are more than \$2,000 will result in denial.
4. 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 within the previous seven years. Currently registered sex offenders will be denied. A conviction, guilty plea or no contest plea to any felony, or any misdemeanor involving theft, dishonesty, arson, assault, intimidation, drugs, pornography, sex crimes, child sex crimes or weapons charges shall be grounds for, and will result in denial of the rental application. 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.
5. The applicant shall not have been evicted from any rental housing at any time during the past three 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. Applicant's receipt of four or more notices for non-payment of rent within a period of 12 months will result in denial.
9. Two or more NSF checks within a period of 12 months will result in denial.
10. Exceptions for #8 and #9 may be made for applicants with qualified co-signers or increased deposits/payments.
11. Self-employed applicants will be required to show proof of income through previous year's tax returns.
12. Denied applicants may be reinstated to the wait list in six months, and must re-apply and qualify per REACH's current

criteria.

**DISABLED ACCESSIBILITY:** (REACH allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition per Fair Housing guidelines) REACH requires:

1. Written proposals detailing the extent of the work to be done.
2. Written assurances that the work will be performed in a professional manner by a licensed/bonded contractor.
3. Written approval from the landlord before modifications are made.
4. Documents identifying the names and qualifications of the contractors to be used.
5. All appropriate city, county or state building permits and required licenses made available for landlord inspection, prior to beginning the work.
6. A restoration deposit may be required per Fair Housing guidelines.

**REJECTION POLICY:**

If your application is denied due to an unfavorable credit report, you may:

1. Contact the credit reporting company at: RealPage at PO Box 11889, Carrollton, TX 75011-88869, 1-800-456-4008 or Equifax, PO Box 105873, Atlanta, GA 303-0241, 800-759-5979
2. Correct any misinformation as outlined by the credit reporting company.
3. Request a corrected report is sent to REACH.
4. Upon receipt of a satisfactory, updated report, your application may be considered for the next available unit.

If your application is denied for reasons other than unfavorable credit, 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.
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 can contact HUD at: 909 1<sup>st</sup> Ave. Rm. 205, Seattle, WA 98104-1000 1-800-877-0246, TTY 1-206-220-5185, www.hud.gov

Follow the Annual Income Chart Below to Determine Eligibility:

**Median Income Percentages Year 2009**

Household Size	30%	40%	*** 50%	***** 60%	80%	100%
1	14,790	19,720	<b>24,650</b>	29,580	39,440	43,300
2	16,890	22,520	<b>28,150</b>	33,780	45,040	56,300
3	19,020	25,360	<b>31,700</b>	38,040	50,720	63,400
4	21,120	28,160	<b>35,200</b>	42,240	56,320	70,400
5	22,800	30,400	<b>38,000</b>	45,600	60,800	76,000
6	24,510	32,680	<b>40,850</b>	49,020	65,360	81,700
7	26,190	34,920	<b>43,650</b>	52,380	69,840	87,300
8	27,870	37,160	<b>46,450</b>	55,740	74,320	92,900

\*\*\*\*\* Households with incomes over 60% of median are not eligible for housing at the Westshore Apts.

\*\*\* **105 units are designated for households with incomes not exceeding 50% of median**

