



REACH

Community Development



Marion Street
3123 SE 8th Ave.
Portland, OR 97202
(503) 235-9029

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

Thank you for your interest in Marion Street. Marion Street is located in SE Portland in the Sellwood neighborhood and offers one and two bedroom apartments. The following documents offer the information you need to apply for the Marion Street 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.

Before returning your pre-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 with you 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)501-5715 and select option “2” at the tone, 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)235-9029.

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

*(Call each month at this time)



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2020 SE Marion ST
Portland, OR 97206
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Marion Street Apartments Information Sheet

Apartment Features

- 24 total; One and Two Bedroom apartments
- 5 Subsidized Units
- Energy Efficient Windows and Heat
- Energy Star Rated, Quality Appliances (All electric)
- Cable Ready
- Smoke Free beginning March 31,2010

Building Amenities

- On-Site Central Laundry Facilities
- Resident Services
- Sellwood neighborhood
- ½ mile from Sellwood Community Center
- Basic Resident Services – Includes Money management and other skill building classes, Newsletter, Youth programs, Food closet (see website for details)

About the Area

Bus Line(s): #70 stops at SE 17th and Marion, #41 stops at SE 17th and Ochoco, #31, 32, 33, 41 stops at SE Frontage Rd. and Ochoco

Grocery Stores: QFC at 6411 SE Milwaukie, New Seasons 1214 SE Tacoma

Schools: Duniway Elementary (K-5), Sellwood Middle (6-8), Cleveland High (9-12)

Other Attractions: Johnson Creek Park and Westmoreland Park, Sellwood Community Gardens, Oaks Park and Oaks Bottom Wildlife Refuge

Move-in Costs, Fees, and Lease Information

Security Deposit: Determined by HUD

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

*Companion/Assistive Animals are excluded from deposits, weight limits and spay/neuter requirements

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

About the Management and Staff

- **Marion Street 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 2010

(Use the Income Guidelines Charts below to determine eligibility)

Household Size	30 % AMI	50% AMI ¹
1	14,970	24,950
2	17,100	28,500
3	19,230	32,050
4	21,360	35,600
5	23,070	38,450

2010 Rent

(Income must meet HUD guidelines. Please contact Manager for current rental rates)

¹Households with income exceeding 50% of median are not eligible for housing at Marion Street

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) 503-235-9029
(Website) www.reachcdc.org



MARION STREET APARTMENTS
2020 SE MARION ST.
PORTLAND, OREGON 97206
503-235-9029

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

ADMISSIONS CRITERIA

REACH CDI and Marion Street 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 CDI and Marion Street 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.

Marion Street Apartments is owned by Marion Street Apartments, Inc. and managed by REACH Community Development, Inc. It is a HUD Section 236 building with five designated Section 8 units for persons who qualify under Section 8 guidelines. Priority for the Section 8 units is given to current, income qualified residents on the waitlist. The waitlisted current residents may be skipped over to ensure that 40% of available units are extremely low-income. See the Building Manager to determine your eligibility. The property is located at 2020 SE Marion St., Portland, Oregon, 97206. We provide equal housing opportunities in accordance with Section 236 of the Federal Fair Housing Act.

REACH CDI and Marion Street Apartments provides protection to victims 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 a 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, as established by HUD. 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 Marion Street Apts.

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.

We maintain a waitlist and when vacancies occur, waitlisted persons are notified in chronological order by the date and time posted on the waitlist. Waitlisted current tenants are given priority over waitlisted non-tenants for unit transfers. We maintain an open waitlist policy, unless application is denied, per #11 in application approval process below.

INCOME GUIDELINES: Median Income Percentages for Year 2010

Household Size	30%	50%
1	14,970	24,950
2	17,100	28,500
3	19,230	32,050
4	21,360	35,600

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 Rental Application (one for each applicant of legal age)
3. All applicants must show two pieces of current I.D. (birth certificate or passport for proof of age)
- 4 The applicant must provide social security number documentation and citizenship documentation for program eligibility. A household cannot be placed in a unit until an accurate SSN and documentation to verify each SSN is provided for each member of the household. They may retain their place on the waitlist until they comply. Those participants 62 years of age or older as of January 31, 2010 are exempted from the requirement. All applicants 6 years of age or older, and those under 6 who have been assigned a SSN, joining an existing household must produce this information at time of recertification. If the child has never been issued a SSN, the household has 90 days to provide a SSN with documentation to verify the number.
5. Allow 10 business days for the screening/approval process.

REACH CDI and Marion Street 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.



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.
8. HUD requires owner/agents produce an "Existing Tenant Search" in the EIV Secure System for all individuals applying for subsidized units.

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

1. Total household monthly income must meet HUD guidelines listed above
 2. Applicant income, for non-Section 8 units, must be 1.5 times the rent (Section 8 applicant income must meet HUD guidelines).
 3. All income must be legally obtained and verifiable.
 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 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.
5. **Applicant or any household member may not be currently engaging in illegal drug use**
 6. Any household member if there is reasonable cause to believe that 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
 7. 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.
 8. 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.
 9. 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.
 10. 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, when all other rental history is favorable.
 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 Marion St. Apts. current criteria.
 13. Full time or P/T students must meet eligibility requirements per HUD guidelines when applying for Section 8 Housing. Any Section 8 household at Marion 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.
 14. A credit report will be obtained: An applicant may be rejected for a poor credit history in the past three years, but a lack of credit history is not sufficient grounds for denial.

Marion St. Apts. has five units designated for Section 8 assistance. Current non-section 8 tenants eligible for section 8 assistance will be waitlisted in the order received. When an appropriate sized section 8 unit becomes available current waitlisted non-section 8 tenants will be offered the section 8 unit, prior to offering the section 8 unit to non-tenants.

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 or request a meeting 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 may contact HUD at: 909 1st Ave., Rm., 205, Seattle, WA 98104-1000, 1-800-877-0246, TTY 1-206-220-5186, www.hud.gov.





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 Waitlist Pre-application
 3123 SE 8th Ave.
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 TTY: 1-800-735-2900, Voice 1-800-735-1232,
 Spanish Voice 1-800-735-8396



Marion Street 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** _____

*** How did you hear about Marion Street 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

One Bedroom	Two Bedroom
<i>Min – 1 person</i>	<i>Min - 2 people</i>
<i>Max - 3 people</i>	<i>Max - 5 people</i>

***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 – Total annual household income must be below 50 % Median Family Income (refer to <i>Income and Rent Guidelines Chart on the back of this page</i>)	
() 1 Bdrm	() 2 Bdrm

Affordable Housing - Total annual household income for units must be within 50% of Median Family Income (refer to <i>Income and rent Guidelines Char</i>)	
Apartment	() 1 Bdrm () 2 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
- Does any household member require an elderly/disabled allowance? Yes No
- Are there any household members over the age of 18 that are part-time/full-time students? Yes No
- 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

Median Income Percentages Year 2010

Household Size	30%	40%	50%
1	14,970	19,960	24,950
2	17,100	22,800	28,500
3	19,230	25,640	32,050
4	21,360	28,480	35,600
5	23,070	30,760	38,450

2010 Rents

Income must meet HUD guidelines.
Please contact Manager for current rental rates

I understand that upon receipt of this completed pre-application that my name will be placed on the Marion Street Apartments waitlist in the order received. I understand that my listing on the waitlist is not a guarantee for housing in Marion Street 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.

Title 18, Section 1001 of the US Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on this verification form is restricted to the purpose cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6), (7), and (8). **408 (a) (6), (7) and (8). **

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

Marion Street Apartments is a smoke-free building