



A REACH Community Development Property

1020 NW 9<sup>th</sup> Ave.  
Portland, OR 97209  
(503) 546-4646



Thank you for your interest in Station Place Tower. Station Place Tower is located in the Pearl District in NW Portland and has a variety of floor plans ranging from studio to two bedrooms. The following documents offer the information you need to apply for the Station Place Tower 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. **You must be 55 or older at the time of application to qualify for residency at Station Place Tower. Station Place is a smoke free building.**

### **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 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 apartment type 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) 501-5712\* 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)546-4646.

**\*DATE TO CALL FOR UPDATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

\*(Call each month at this time)



Station Place Tower  
Information Sheet  
503-546-4646

**Apartment Features**

- 176 total; Studio, One and Two Bedroom apartments
- 20 ADA compliant apartments available upon request
- 24 different floor plans
- Many Panoramic Views
- Smoke Free beginning July 1, 2009
- Energy Efficient Windows
- Energy Efficient Heat & Air Conditioning
- Cable Ready
- Free High Speed Internet Access (DSL)
- Energy Star Rated, Quality Appliances (All electric)

**Building Amenities**

- Community Room
- Beautifully Landscaped Terraces
- Computer Learning Room
- Exercise Room/Equipment
- Library
- Secured Bicycle Storage
- Covered parking & Additional Storage Lockers
- Controlled Access & Security Cameras
- On-Site Central Laundry Facilities
- On-Site Resident Services – Includes Money Management Classes, Food Closet, Skill Building Classes, Newsletter, Cooking Classes and much more. (Click on the Resident Services link on our website for more details).

**About the Area**

**Bus Line(s):** #77 stops at 10th & Lovejoy

**Street Car:** Stops at 10<sup>th</sup> & Marshall and 11<sup>th</sup> & Johnson

**Grocery Stores:** Fred Meyer at 20<sup>th</sup>/Burnside; Whole Foods at 12<sup>th</sup> & Couch

**Other Attractions:** Close to main post office \* Union Station \* Powell's \* Park Blocks  
\* Jamison Square \* Waterfront Park & Bike Path \* and much, much more!

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

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

**Security Deposit:** \$200 - \$500 depending on Income Category and Credit Score

**Prorated Rent:** Per Rental Agreement

**Term:** One Year lease, first year; then month to month

**Pets:** One Cat with \$100.00 refundable deposit (must show proof licensing, current vaccination and be spayed/neutered) Two caged animals with a \$25.00 deposit per pet

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

*\*Subject to change without notice*

## **Income Guidelines for 2010**

(Use the Income Guidelines Charts below to meet determine eligibility)

<b>Household Size</b>	<b>30% AMI</b>	<b>50% AMI</b>	<b>80% AMI</b>
<b>1</b>	<b>15,030</b>	<b>25,050</b>	<b>40,080</b>
<b>2</b>	<b>17,190</b>	<b>28,650</b>	<b>45,840</b>
<b>3</b>	<b>19,320</b>	<b>32,200</b>	<b>51,520</b>
<b>4</b>	<b>21,480</b>	<b>35,800</b>	<b>57,280</b>
<b>5</b>	<b>23,190</b>	<b>38,650</b>	<b>61,840</b>

## **2010 Rent**

(Income must meet HUD guidelines)

<b>Studio</b>	<b>1 Bedroom</b>	<b>2 Bedroom</b>
<b>Determined by HAP</b>	<b>\$574-\$817</b>	<b>\$661-\$997</b>

\*All households are subject to the Maximum Tenant Rents. Eligibility for any additional rent subsidy will be determined by the Housing Authority of Portland for Section 8 Participants, and is based on total household income.

If you are not already a Section 8 Participant, and your income is at or below 30% of the Area Median Income (AMI), you may qualify to become a Participant and receive an additional rent subsidy as a resident of our community.

**Non-Participants in the Section 8 Program will be eligible for the Minimum Subsidy offered.**

**Households earning over 50% of the Area Median Income are not eligible to receive rent subsidy.**

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) 503-546-4646  
(Website) [www.reachedc.org](http://www.reachedc.org)



## Screening Criteria for Station Place Tower Apartments

If Applicant requires any assistance (“Reasonable Accommodations”) in the application process, please advise the Landlord. TTY-1-800-735-2900, Voice –1-800-735-1232, Spanish Voice-1-800-735-8396

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.

Station Place Tower is a mixed income property for persons 55 years and older. The building has 176 apts. with income requirements apportioned as follows: 76 apts. designated for admitted residents with incomes within 30% of median income; 81 apts. designated for admitted residents with incomes within 50% of median income; 19 apts. designated for admitted residents with incomes within 80% of median income. These income guidelines are established by the U.S. Department of Housing and Urban Development (HUD). See the **INCOME GUIDELINES CHART** below.

### Income Guidelines for 2010

Household Size	30% AMI	50% AMI	80% AMI
1	15,030	25,050	40,080
2	17,190	28,650	45,840
3	19,320	32,200	51,520
4	21,480	35,800	57,280

Households with incomes over 80% of median are not eligible for housing at Station Place Tower.

#### **OCCUPANCY REQUIREMENTS:**

- Occupancy is based on the number of bedrooms in an apartment. 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.
- Maximum occupancy is two persons per bedroom; minimum is one person per bedroom.

#### **APPLICATION PROCESS:**

- Select the available apartment.
- Complete the Rental Application (one for each applicant of legal age), to include household composition, income/asset information, and student status.
- All applicants must show a state issued picture I.D., valid social security card and a state issued birth certificate.
- Pay the non-refundable application fee of \$35.00 for each applicant. (Please pay with check or money order; no cash please)
- Allow 5 business days for the screening/approval process.
- If the application is approved and you accept an available apt., you will be required to:
  - Within 24 hours of approval notification (or one business day), pay a \$200 deposit to hold the apt. Upon move-in the \$200 deposit will be applied to your account. Failure to move-in will result in forfeiture of the deposit.
  - Sign the Rental Agreement in which you agree to abide by all the rules and regulations:
  - Sign all pertinent tax credit documents and other attachments.
  - Pay the balance of your move-in costs (security deposit and first month’s pro-rated rent.)
  - Sign a one year lease agreement.

**Transfer Policy:** No moves between one apartment and another will be allowed unless for “Reasonable Accommodations”.

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

- 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, including asset information.
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 may result in denial.
4. Landlord will conduct a search of public records to determine whether the applicant or any proposed occupant has been convicted of, or pled guilty or no-contest to, any crime. Current registered sex offenders will be denied. A conviction, guilty plea or no contest plea, for:
  - a). any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell), Class A felony burglary or Class A felony robbery;
  - b). any other felony, or any Class A misdemeanor involving: assault, intimidation, sex crimes, drug related offenses (sale manufacture, delivery or possession), property damage, or weapons charges where the date of disposition, release, or parole have occurred within the last 7 years; or
  - c). any Class B or C misdemeanor in the above categories or those involving criminal trespass 1, theft, dishonesty, prostitution, or any Class A misdemeanor motor vehicle and traffic offenses, where the date of disposition, release, or parole have occurred within the last 3 years will result in denial of the rental application. Pending charges for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.
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 tax returns.
12. Denied applicants may be reinstated to the wait list in six months, and must re-apply and qualify per current admissions criteria.
13. Full time students must meet tax credit requirements for housing at Station Place Tower.

**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 is 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 CSC Equifax, PO Box 105873, Atlanta, GA 30302, 1-800-759-5979
2. Correct any misinformation as outlined by the credit reporting company.
3. Request a corrected report sent to Station Place Tower.
4. Upon receipt of a satisfactory, updated report, your application may be considered for the next available apt.

**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: Senior 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



Station Place Tower  
 Waitlist Pre-application  
 1020 NW 9<sup>th</sup> Ave.  
 Portland, OR 97209  
 (503) 546-4646  
 A REACH Community Development Property



**Station Place Tower Waitlist Pre-Application**

**\*You may apply for the Project Based waitlist and/or the Standard waitlist with this 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.

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

**\* 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 Station Place Tower 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*

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

**The waitlist(s) I am applying for:**

- Project Based Housing waitlist**
- Standard/Affordable Housing waitlist**
- Both**

**\*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):**

<b>Project Based Housing</b> – Any member of the public may apply and be added to this waitlist, however, <b><i>only persons who are under 50 % Area Median Income and who are 55 and older will be considered.</i></b> Households with incomes under 30% AMI will be given priority on this waitlist.		
( ) Studio	( ) 1 Bdrm	SSN #:

**Affordable Housing** - Total annual household income for units must be below **50%** of Median Family Income  
(refer to *Income and Rent Guidelines Chart*)

**Apartment**

1 Bdrm

2 Bdrm

**Affordable Housing** - Total annual household income for units must be below **80%** of Median Family Income  
(refer to *Income and Rent Guidelines Chart*)

**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

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 2009**

Household Size	30%	40%	50%	60%	80%
1	15,030	20,040	25,050	30,060	40,080
2	17,190	22,920	28,650	34,380	45,840
3	19,320	25,760	32,200	38,640	51,520
4	21,480	28,640	35,800	42,960	57,280
5	23,190	30,920	38,650	46,380	61,840

**2010 Rent**  
(Income must meet HUD guidelines)

Studio	1 Bedroom	2 Bedroom
<b>Determined by HAP</b>	<b>\$574-\$817</b>	<b>\$661-\$997</b>

I understand that upon receipt of this completed pre-application that my name will be placed on the Station Place Tower waitlist in the order received. I understand that my listing on the waitlist is not a guarantee for housing in Station Place Tower 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

**Station Place Tower is a smoke – free building**