

## 12<sup>th</sup> Avenue Terrace

1515 SW 12<sup>th</sup> Avenue  
Portland, Oregon - 975201  
Phone: (503) 226-9181 / TTY711  
www.reachcdc.org



Dear Prospect,

Thank you for your interest in our REACH property. The following documents offer the information you need to apply for the property waitlist:

1. Information Sheet
2. Pre-application
3. Screening Criteria with specific applicant guidelines

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-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 **ALL PAGES** of the application are filled out and your signature is on the bottom.
- ✓ You must renew your information and interest every **6 months** 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 when the waitlist reopens.

### **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 are removed from the waitlist you will need to complete and resubmit a new waitlist pre-application when the waitlist reopens. Your new pre-application will be posted to the waitlist in the order received.

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

If you have additional questions about the process, please contact the Property Manager.

Thank you,  
REACH Community Development

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## Information Sheet

12<sup>th</sup> Avenue Terrace is a subsidized community for seniors age 55 and over offering studio apartments in a convenient downtown location. 12th Ave Terrace also offers on-site laundry facilities, outdoor courtyard, on-site computer lab, community activities, and more!

Managed by REACH Community Development, with over 30 years' experience we provide an On-Site Property Manager, Resident Services Coordinator, On-Site Maintenance Technician, and Building Monitor (On Call after hours).

- No Security Deposit
- Initial 12- month lease
- Smoke Free, Pet Free building
- Water, Sewer and Garbage included
- Electricity, Phone, Cable and all other utilities paid by resident

Households exceeding 50%\*\* of the median income are not eligible for housing at 12th Ave Terrace Apartments. This information is intended to be a general overview. Each household must meet the qualifications listed on the Screening Criteria.

### Current Income Guidelines\*

Household Size	1 Person HH	2 Person HH
50% Income Limit	\$40,300	\$46,050

\*Subject to change as updated by the State of Oregon, most recent update as of April 2023

\*\*Individual units may have additional Income restrictions

### Transportation

Adjacent to Bus/light rail mall with connections to all bus and max lines

### Grocery

Safeway at 1030 SW Jefferson

### Attractions

Pioneer Square, Fox Tower Theater, Central Library, Performing Arts, Park Blocks, PSU, Farmer's Market, Art Museum and Historical Society.

Some REACH properties have tenant selection preferences, please see criteria or applicable Tenant Selection Plan

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## REACH Pre-Application for Studio Apartments Project Based Section 8

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 waitlist process, please advise the Property Manager.

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

Project Based Assistance Waitlist: While the income limit for Project Based Units is 50% of Area Median Income (AMI), households with incomes under 30% AMI will be given priority on this waitlist. Priority will also be given to Northwest Pilot Project clients.

**Twelfth Avenue Terrace is a property for households with at least one member 55 years of age or older.**

<b>* First Name</b>	<b>* Last Name</b>		
<b>* Current Mailing Address</b>	<b>* City</b>	<b>* State</b>	<b>* Zip</b>
<b>*Social Security Number (last 4 digits)</b> XXX-XX-_____	<b>*Date of Birth</b> / /	<b>E-mail</b>	
Daytime Phone Number ( ) -	Message Phone ( ) -		

### 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

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

Persons Displaced By REACH development activities: REACH renovations and remodeling projects at any of its properties may require residents to temporarily or permanently be displaced from their apartments. When this occurs, REACH may offer units in this building as a preference to residents from other REACH properties who are displaced by such activity as they become available.

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**Household Member Income Information:** Please list all household members and list the source and amount of all current income received by all family members, including yourself. Include all earnings and benefits received from AFCD/TANF, VA, Social Security, SSI, SSDI, Unemployment, Worker’s Compensation, Child Support, etc.

	First Name & Last Name of Household Member	Date of Birth	Relationship to Head of Household	Disabled (Y or N)	Full-Time Student (Y or N)	Income Source *If no income, state N/A	Gross Income Amount	Frequency-Per Week, Month or Year
H	Head		Head					

**How did you hear about Twelfth Avenue Terrace? (check one)**

- ( ) REACH Website ( ) Local Newspaper ( ) Craigslist ( ) Google  
 ( ) GoSection8 ( ) Agency (which one) \_\_\_\_\_  
 ( ) Walk/Drive by building (circle one) ( ) Current/Former Resident (circle one) ( ) Other \_\_\_\_\_

I understand that upon receipt of this completed waitlist application that my name will be placed on the Twelfth Avenue Terrace waitlist in the order received. I understand that my listing on the waitlist is not a guarantee for housing in Twelfth Avenue Terrace 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 applications received, REACH cannot verify if my application has been waitlisted or not. It is my responsibility to contact the properties applied to confirm.

Note: Applicants must be able to show valid photo identification through the DMV and their Social Security card to begin the application process. Any other required documentation will be discussed when you are contacted once your name is at the top of the waitlist.

\* Applicant Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

REACH complies with all Fair Housing laws prohibiting discrimination on the basis of race, color, religion, national origin, sex, familial status, and disability in the admission or access to its housing programs and activities. REACH also complies with State, County, and City Fair Housing laws and definitions of protected classes. Furthermore, REACH complies with the HUD Equal Access Rule which ensures housing is open to all eligible individuals regardless of actual or perceived sexual orientation, gender identity or marital status.



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### Criteria for Residency Twelfth Avenue Terrace Apartments

**This screening criteria applies to Twelfth Avenue Terrace Apartments. If Applicant Requires Any Assistance (“Reasonable Accommodations”) in the application process, please advise the Landlord. TTY: 711**

REACH CDC and Twelfth Avenue Terrace 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 Twelfth Avenue Terrace Apartments complies with all Fair Housing laws prohibiting discrimination on the basis of race, color, religion, national origin, sex, familial status, disability, is open to all eligible individuals and families regardless of actual or perceived sexual orientation, gender identity, or marital status in the admission or access to its housing programs and activities. REACH also complies with State, County, and City Fair Housing laws and definitions of protected classes. Furthermore, REACH complies with the HUD Equal Access Rule which ensures housing is open to all eligible individuals regardless of actual or perceived sexual orientation, gender identity or marital status.

REACH and Twelfth Avenue Terrace Apartments provide protection to all list of victims of sexual violence in addition to domestic violence, dating violence, sexual assault and stalking per the Violence Against Women Act (VAWA) and Department of Justice Reauthorization Act of 2005, Public Law 109-162.

1. The Landlord may not consider incidents of domestic violence, dating violence, sexual assault or stalking as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy of a victim who is protected from acts under the domestic or family violence laws of the jurisdiction.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking, Form HUD-5382, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

We have zero tolerance for illegal drug use and other illegal drug activities and strongly support drug free housing. The Controlled Substance Act (CSA), 21 U.S.C. Section 801 et seq. prohibits all forms of marijuana use; the use of “medical marijuana” is illegal under federal law even if it is permitted under state law. With regards to questions concerning the use of marijuana in Multifamily assisted properties in states that have decriminalized the use of marijuana, the controlling authority is Section 577 of the Quality of Housing and Work Responsibility Act of 1998 (QHWRA).



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### APPLICATION PROCESS

Complete the application, the Certification of Tenant Eligibility and the Section 42 Certification entirely. Two forms of identification will be required. These are: picture identification plus another form of positive identification. Acceptable forms of picture identification include: a valid, state issued driver's license, identification card or a passport. Acceptable forms of positive identification (other than picture ID) include; an Individual Taxpayer Identification Number (ITIN), valid Social Security Card, visa or alien registration documentation. Photo identification will need to be presented by all applicants.

### Waitlist Policy & Process

When the community has no vacancy, all prospective applicants are required to apply to an open wait list. Waitlists may be closed whenever the wait for a unit type will likely exceed one year. When opening the waitlist for applicants, the wait time on the building waitlist will be every 6 months based on the need to fill vacancy and responses from current applicants on the waitlist. The posting of the opening will be updated on the web page to reflect the opening of the waitlist and enable the ability for users to download the pre-application packet.

Applicants at the top of the waitlist who are contacted about available housing may decline one offer of housing and remain at his/her place on the waitlist. (Replies must be received within seven (7) calendar days of receipt of notification.) After declining a **second** offer of housing, the applicant will be rendered "Inactive" and will be removed from the waitlist and added to the purged list; the applicant may re-apply as outlined above.

There is a preference given to those who apply that are referred from Northwest Pilot Project and or have an approved income under 30% of AMI. These applicants will be given preference points as a priority on the Project-based Section 8 (PBV) waitlist. Applicants must show a referral letter from Northwest Pilot Program and or copy of income at the time of application to receive their preference point on the waitlist.

No moves between one apartment and another will be allowed unless for "Reasonable Accommodations".

Any VAWA victim is allowed to transfer, as a first priority, on an emergency transfer basis. If there is an active waitlist on the property, the victim moves to the top of the waitlist.

### OCCUPANCY POLICY

Occupancy of Twelfth Avenue Terrace is one to two persons per apartment.

### INCOME GUIDELINES: Median Income Percentages Year 2023

Household size	30%	50%
1	\$24,180	\$40,300
2	\$27,630	\$46,050

Household with income over 50% are not eligible for housing at 12<sup>th</sup> Avenue Terrace



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### SCREENING POLICY

All applicants must agree to the following by executing a rental application form:

I hereby consent to allow REACH Community Development, through its designated agent and employees, to obtain and verify my criminal background, rental history and credit check information for the purposes of determining if I meet the criteria for residency at Twelfth Avenue Terrace Apartments.

### Criminal Background Search

Landlord shall conduct a search of public records to determine whether applicant, or any proposed resident, 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, (any household member who is subject to a state sex offender lifetime registration requirement.)
- 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 conviction 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. Felonies 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. Applications will only be held for 30 days from the date of processing.

### Rental History

Any applicant having a rental history that includes damage to a unit that is considered beyond normal wear and tear must have a minimum of six months' satisfactory rental history that is free from damage charges. Any applicant having a poor rental reference due to housekeeping and/or sanitation problems must be participating in an active case management agreement that addresses these housekeeping and/or sanitation issues. Any applicant owing money to a previous landlord in an amount exceeding \$500 may be denied.

### Credit Check

A credit report will be obtained: An applicant may be rejected for poor credit history, in the past three years, but a lack of credit history is not sufficient grounds for denial.

### Evictions

An applicant will be declined if they have an eviction (that has not been dismissed) within the last 12 months.

### Student Status

In general, apartments at Twelfth Avenue Terrace may not be occupied by households consisting entirely of full-time students. A full-time student is defined as an individual who attends school full-time (as defined by the institution being attended) for some part of five (5) or more months in the current calendar year. The 5 months do



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not need to be consecutive. Full-time students who work full-time are still considered students. Individuals attending on-the-job training courses are not considered to be students.

Some exceptions do apply. As of 2012, if all members of the household are full-time students, the applicants may still qualify for residency if:

1. Students are married and entitled to file a joint federal income tax return. (A married couple who has not filed a joint tax return but is eligible to do so will still qualify, but will need to submit a copy of their marriage certificate);
2. The household consists of an independent single parent and his/her children, all of whom are not dependents of a third party other than the absent parent;
3. At least one household member receives welfare assistance under Title IV of the Social Security Act (AFDC/TANF);
4. At least one household member is enrolled in and receiving assistance under the Workforce Investment Act (WIA – formerly the Job Training Partnership Act) or other similar programs operating under Federal, State or local laws;
5. At least one household member previously received Foster Care Assistance under part B or E of Title IV of the Social Security Act (H.R. 3221, effective 07/30/08 forward).

### **Please be advised:**

- Incomplete, inaccurate or falsified information will be grounds for a denial of your rental application or termination of your tenancy if discovered after the tenancy commences.
- Any individual whose tenancy may constitute a direct threat to the health or safety of an individual, or whose tenancy may result in physical damage to the property of others will be declined.
- If the application is approved and you accept an available unit, you will be required to:
- Sign the REACH Rental Agreement in which you agree to abide by all the property rules and regulations:
- Pay the balance of your move-in costs (first month's pro-rated rent.)

### **REJECTION POLICY:**

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

1. Contact the credit reporting company at: RentGrow, Inc., 400 5<sup>th</sup> Avenue, Ste 120, Waltham, MA 02451. Telephone 800-898-1351 or [www.rentgrow.com](http://www.rentgrow.com).
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 30 days of receipt of the denial letter to: Portfolio Manager, REACH Community Development, Inc. 4150 South Moody St. Portland, OR 97239 or email [appeals@reachcdc.org](mailto:appeals@reachcdc.org).
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.





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4. If you feel you have been a victim of discrimination, you may contact HUD at: 909 1<sup>st</sup> Ave. Rm. 205, Seattle, WA 98104-1000, 1800-877-0246, TTY 1-206-220-5185, www.hud.gov

You have the right to dispute the accuracy of the information provided to the landlord by a screening service. If your application is denied due to information received during the screening process you may contact the screening company in writing to obtain a copy of your screening results.

### **Appeals and Individualized Assessment Review:**

**Appeal:** If your application has been denied and you feel that you qualify as a resident under the criteria outlined above, you may request an appeal. To request a review of your denial, you must contact REACH CDC directly within 30 days of notification of the denial. In your appeal request, provide any documentation you feel corrects, refutes, or explains the negative information that formed the basis for denial. To request an appeal, you must contact REACH CDC directly within 30 days of notification of the denial by emailing [appeals@reachcdc.org](mailto:appeals@reachcdc.org) or call 503-501-5733. If after reviewing the submitted documentation REACH CDC overturns the denial, you will be placed back on the waitlist for the next available unit and the screening fee will be waived for 3 months following the approved appeal.

**Individualized Assessment:** Before issuing a denial to an applicant for criminal history or in cases where REACH CDC is more restrictive than ORS 30.01.086, REACH will conduct an Individual Assessment if any supplemental evidence is provided with a completed application to explain, justify, or negate the relevance of potentially negative information revealed during screening. Supporting documentation submitted by the applicant or on the applicant's behalf, is strongly encouraged to be provided along with the completed application.

REACH will consider any relevant evidence of mitigating factors, including: the nature and severity of the incidents/convictions; time that has elapsed since conviction; the number and type of incidents/convictions; evidence of continuing danger to others; age of the individual at the time the incidents occurred; supporting documentation from parole or probation; current criminal involvement; evidence of ongoing rehabilitation efforts (i.e. therapy or drug or alcohol recovery programs); and satisfactory completion of Rent Well or similar tenant training program. REACH may request additional information as part of the review. REACH will notify applicant of the results of the review within a reasonable time after receipt of all information.

If, after conducting an Individual Assessment, REACH denies the application, a written Notice of Denial will be provided to the applicant within two (2) weeks of the determination with an explanation for the basis of denial.



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I have been given a copy of the Criteria for Residency as part of my application for the Twelfth Avenue Terrace.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

