

Intellectual & Developmental Disabilities Housing Assistance Program Housing Connector Referral Form

Housing Connector is a non-profit organization that supports service providers in connecting their participants to available **low barrier housing**. *(The program does not offer reduced rent. Tenant will need to be able to pay market rate rent.)*

By completing this form, you are referring the resident listed below to the Housing Connector Program. IDD Housing Team staff will provide a low barrier housing resource list for the tenant to use during their housing search.

Housing Connector offers the following benefits to participants:

- **Reduced Screening Criteria:** properties partnered with Housing Connector have reduced screening criteria, providing easier access to homes.
- **Additional Financial Support:** our residents get 3 months of rent support in the event of a financial emergency and up to \$5000 extra coverage for damages. (Not available in the first 90 days of tenancy)
- **Mediation, Conflict Resolution, and Legal Resources**

Adult First Name: _____ Adult Last Name: _____

Date of Birth: _____ Email: _____

Phone: _____

Mult. Co. IDD Client Name (if different from above): _____

Resident Information (primary adult seeking housing)

1. City Resident Currently Living In: _____
2. Has the resident signed the Housing Connector Release of Information?
 - ☐ **Yes** - ROI is attached.
 - ☐ **No** - Referral will be on hold until ROI is received by IDD Housing Team staff.
3. Has the resident received the "Housing Connector Program Overview for Client's"?
 - ☐ **Yes** - *Attached at end of this document if needed*
 - ☐ **No** - Referral will be on hold until Housing Connector Prgm. Overview for Clients has been given to resident.
4. The resident has the ability to pay for rent through their income or a financial subsidy?
 - ☐ **Yes**
 - ☐ **No** - Do not send referral to the IDD Housing Team if the resident does not have the means to pay rent. Stop here.

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5. **IDD Case Management Responsibility:** By referring this resident to the Housing Connector program the IDD Case Manager commits to maintain contact with the renter for 12 months after move in to provide housing stability services.
- Housing stability services include responding to property management requests for assistance within 3 business days.
 - *Example: Property manager calls case manager to alert them to a tenant issue, case manager responds to the property manager regarding the issue within 3 business days of receiving the inquiry.*
 - Case Manager response is required only if tenant leases up with a property they are referred to through the Housing Connector program.
 - Case Manager is no longer expected to respond to property manager requests if the IDD client is exited from IDD services.
- ☐ **Yes** – Case Manager Agrees to respond to property manager requests for assistance within 3 business days.
- ☐ **No** - Referral will be on hold until Case Management support outlined above is available. Stop here.

Housing Details

1. **Renter has a Subsidy/Voucher:**

- ☐ Housing Choice Voucher (HCV / Section 8)
- ☐ Regional Long-term Rent Assistance (RLRA)
- ☐ Rapid Rehousing Subsidy (RRH)
- ☐ Veterans Affairs Supportive Housing (VASH Voucher)
- ☐ Other
- ☐ None

Housing Preferences

1. **Maximum Rent:** \$ _____

2. **Preferred cities:**

3. **Number of Bedrooms:** _____

4. **Search all of Multnomah County?**

- ☐ Yes
- ☐ No

Questions that help Housing Connector improve your search results

1. **Estimated Total Monthly Income:**

2. **Sources of Income (select all that apply):**

- ☐ Social Security
- ☐ Disability
- ☐ Employment
- ☐ Child Support
- ☐ Other
- ☐ Financial Aid
- ☐ Unemployment
- ☐ Temporary Assistance for Needy Families (TANF)

3. **Credit Score:** *You can get free screening reports at annualcreditreport.com and consult <https://consumers.cicreports.com/register> to understand what a leasing agent will see when they run the housing application.*

- ☐ Below 500
- ☐ Between 500-750
- ☐ Above 750
- ☐ Unknown or Prefer not to say

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Questions that help Housing Connector improve your search results (continued)

4. Number of Evictions in the past 3 years:

- ☐ 0
- ☐ 1
- ☐ 2
- ☐ 3+
- ☐ Unknown or Prefer not to say

5. Past Housing Debt:

- ☐ None
- ☐ Less than \$1000
- ☐ \$1000-\$3000
- ☐ More than \$3000
- ☐ Unknown
- ☐ Prefer not to say

6. Other Debt in Collections:

- ☐ Less than \$5000
- ☐ More than \$5000
- ☐ Unknown
- ☐ Prefer not to say

7. Do you have Rental History?

- ☐ Yes
- ☐ No
- ☐ Unknown
- ☐ Prefer not to say

Demographics

1. Household size including head of household: _____

2. Number of Children: _____

3. Does the household have pets?

- ☐ Yes
- ☐ No

4. What is the renter's current living status?

- ☐ Own my own home
- ☐ Home owned by someone else in this household
- ☐ Renting my own place
- ☐ Renting with roommate(s)
- ☐ Staying with friends or family
- ☐ Living in my car
- ☐ Staying at a shelter
- ☐ Currently unhoused
- ☐ Other

Case Manager Name print): _____

Case Manager Email: _____

Case Manager Signature: _____

Date: _____



Program Overview for **Participants**

At Housing Connector, we believe no unit should sit vacant while there are people in need of a home. Housing Connector is a non-profit organization that supports service providers in connecting their participants to available housing. We do not provide direct services, and instead you can work with your case manager to find and apply for housing.

Core Components

Your case manager will help you search the Community Hub for available units with reduced screening criteria. Once you are approved and move into your new unit, your case manager will continue to work with you for your first year of housing, and Housing Connector will remain a built-in support system for two years.

How will my data be used?

Housing Connector collects certain personal data to assist with housing stability. By participating in our program, you authorize Housing Connector to collect information from your case manager, including name and demographic information for the head of household, income, rental barriers, address, and contact information.

You also authorize Housing Connector to be in communication with your case manager and your landlord about lease violations or unpaid rent during your enrollment period.

What are my responsibilities?

- 1.** You are expected to follow lease agreements, including paying rent on time every month. In the case of a lease violation, the property notifies us and your case manager contacts you to provide support.
- 2.** Please tell your case manager any issues or concerns that arise at the property, and if there are any circumstances that could impact your housing stability. We're here to help - so keep your case manager in the loop!