



Scattered Sites  
1135 SE Salmon St.  
Portland, OR 97214  
(503) 231-0682



Thank you for your interest in the subsidized units at Scattered Sites. Scattered Sites subsidized housing is located in close-in Southeast Portland. Floor plans range from studio to two bedrooms. The following documents provide the information you need to apply for the Scattered Sites subsidized waitlist:

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

Please review the Information Sheet and Screening Criteria and if you qualify, complete the pre-application and return it to the address listed on top of the pre-application. Completed, signed waitlist pre-applications are posted to the waitlist in the order received. Incomplete pre-applications are not waitlisted.

#### **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 the entire pre-application is filled out and your signature is on the bottom.

#### **Update yourself on the Waitlist:**

- ✓ You must update your information and interest every **30 days** in order to remain Active on the list. If you do not call in every 30 days you will lose your spot and will 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. Your new pre-application will be posted to the waitlist in the order received.

Due to the volume of calls received we cannot tell you your “number”, or “spot” on the waitlist

#### **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 waitlist pre-application. Your new pre-application will be posted to the waitlist in the new order received.

Once you have responded to notification of a vacancy, the Community 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)501-5700\* 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 updated on the waitlist.

\*This phone line is for recording waitlist updates only; calls will not be returned.

If you received 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)231-0682 extension 160.

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

\*(Call each month at this time)



## **Scattered Sites Information Sheet**

(503) 231-0682

### **Apartment Features** (Scattered Sites Subsidized units ONLY)

- Centrally located in close in Southeast Portland
- 19 Units total (multiplexes, 7 units or less)
- Studio through 2 bedroom floor plans
- Energy Efficient Windows and Heat

### **Building Amenities**

- Most located on bus lines
- Controlled Access (in multiple unit buildings)
- On-Site Central Laundry Facilities (in multiple unit buildings)
- Basic Resident Services – Money management classes, Youth programs and other skill building classes, Food closet, Newsletter (see website for details)
- Subsidized available only in studio, 1 and 2 bedroom apartments

### **About the Area**

**Bus Line(s):** Varies by property

**Grocery Stores:** Fred Meyer at SE 39<sup>th</sup> /Hawthorne, Safeway at SE 25th /Hawthorne

**Schools:** Portland Public Schools – varies by property

**Other Attractions:** Buckman neighborhood, coffee shops, restaurants nearby

### **About the Management and Staff**

- Scattered Sites are managed by REACH Community Development, Inc. with 25 years experience
- Building Manager
- Resident Services Coordinator
- Maintenance Technician

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

**Application & Screening Fee:** \$35.00 (non-refundable), per applicant age 18 and older

**Security Deposit:** To Be Determined by HAP

**Prorated Rent:** Per Rental Agreement

**Term:** Initial 12 month lease

**Pets:** One cat with \$50.00 refundable deposit (restrictions apply), Two caged animals with a \$25.00 deposit per pet

**Utilities:** Water, Sewer, Garbage and Recycling paid by property owner; Electricity, Phone, Gas (if applicable) and Cable paid by resident

*\*Subject to change without notice*

**Income Guidelines for 2012**

(Use the Income Guidelines Charts below to determine eligibility)

Household Size	30 % AMI	50%AMI <sup>1,2</sup>
1	15,350	25,550
2	17,550	29,200
3	19,750	32,850
4	21,900	36,500
5	28,950	39,450

Rent based on income and determined by Homefoward.

Households with income exceeding 50% of median are not eligible for subsidized housing in Scattered Sites

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) 503-231-0682  
 (Website) [www.reachcdc.org](http://www.reachcdc.org)



This screening criterion applies to the Laurelhurst Apts., the Rex Arms Apts., and Scattered Sites.

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 in inner southeast Portland. We provide equal housing opportunities in accordance with the Federal Fair Housing Act.

REACH requires that each admitted tenant’s income be within 60% of the median income, as established by the U.S. Department of Housing and Urban Development (HUD). See the **INCOME GUIDELINES CHART** on the back of this sheet. Any applicant whose total household income exceeds 60% of the median income is not eligible for housing through REACH.

**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 a \$200 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 prorated rent.)

**APPLICATION APPROVAL PROCESS:** (Qualified, trained REACH staff screens applicants for income and residential qualifications except Section 8 or MOD8 recipients. For Section 8 and MOD8 recipients, the Housing Authority of Portland will verify applicant income and expenses, and will determine applicable rent (and security deposit for MOD8 recipients))

1. Total household monthly income must be 2 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 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, 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 yearswill 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'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 2012

Household Size	30%	40%	50%	60%*	80%	100%
1	15,350	20,450	25,550	<b>30,700</b>	40,900	51,100
2	17,550	23,400	29,200	<b>35,050</b>	46,750	58,400
3	19,750	26,300	32,850	<b>39,450</b>	52,600	65,700
4	21,900	29,200	36,500	<b>43,800</b>	58,400	73,000
5	23,700	31,600	39,450	<b>47,350</b>	63,100	78,900

\*Households with incomes over 60% of median are not eligible for housing at the Laurelhurst, Rex Arms and Scattered Sites.





Scattered Sites  
 Waitlist Pre-application  
 1135 SE Salmon St.  
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Scattered Sites 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.

<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 Scattered Sites? (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 - 2 people</i>
<i>Max- 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):

<b>Subsidized Project Based Section 8</b> – Total annual household income must be <u>below</u> 50 % Median Family Income ( <i>Rent is based upon 30% of monthly income</i> ). <b>This is separate from the Project Based Assistance Waitlist.</b>		
( ) Studio	( ) 1 Bdrm	( ) 2 Bdrm

\*Please indicate below your interest in the Project Based Assistance Waitlist (if your household size does not meet occupancy restrictions as charted above we cannot add your name to the waitlist):

<b>Project Based Assistance Waitlist</b> – Any member of the public may apply and be added to this waitlist, however, <b>only persons who are under 50 % Area Median Income will be approved.</b> Households with incomes under 30% AMI will be given priority on this waitlist. <b>This Waitlist is for One 1 Bedroom Unit ONLY.</b>	
( ) 1 Bdrm	SSN#:

**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 2011**

Household Size	30%	40%	50%
1	15,350	20,450	25,550
2	17,550	23,400	29,200
3	19,750	26,300	32,850
4	21,900	29,200	36,500
5	23,700	31,600	39,450

**Rent based on income**

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

\* **Applicant Signature** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Signature Required)

Scattered Site Properties are Smoke-Free Housing