



The Maples Apartments  
1136 SE Maple St  
Hillsboro, OR 97123  
(503) 681-9096 (P)  
(503) 693-6368 (F)

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

Thank you for your interest in The Maples. The Maples is located in Hillsboro and has studio and one bedroom apartments. The following documents offer the information you need to apply for the The Maples 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. **Please note that you must be 62 or older to qualify for residency at The Maples.**

### **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 pre-application are filled out and your signature is on the bottom.
- ✓ You must update your information and interest every **90 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 in the order you are waitlisted to begin the Rental Application process.

### Instructions To Remain Active on the Waitlist

Every **ninety (90) days** call (503)501-5719\*. 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 90 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) 503-760-0907.

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

\*(Call each month at this time)



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## **The Maples Information Sheet**

### **Apartment Features**

- 30 total; Studio and One Bedroom apartments
- 62 years or older

### **Building Amenities**

- Subsidized units – rent is based on 30% of income
- On-Site Laundry Facilities
- Community Room
- Community Garden
- Onsite Parking
- Fenced Grounds
- Located on Bus Line
- Basic Resident Services – Money management and other skill building classes, Youth programs, Food closet, Newsletter (see website for additional details)

### **About the Area**

**Bus Line(s):** #57 stop on SE 10<sup>th</sup>/Maple, MAX Station at SE 12<sup>th</sup>/Washington  
**Grocery Stores:** Safeway at SE 21<sup>st</sup>/TV Hwy, Albertsons at NE 25<sup>th</sup>/Cornell Rd  
**Other Attractions:** Nearby Restaurants, Shopping, Public Transportation, Hillsboro Library, Shute Park, Community Senior Center, and Aquatic Center

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

**Security Deposit:** To be determined by HUD

**Prorated Rent:** Per Lease

**Term:** Initial 12- month lease

**Pets:** Common household pets with \$100.00 refundable deposit (restrictions apply)

\* 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**

- The Maples is managed by REACH Community Development, Inc. with 25 years experience
- On Site Building Manager
- On Site Maintenance Technician
- Building Monitor (On Call after hours)

### **Income Guidelines for 2011**

(Use the Income Guidelines Charts below to determine eligibility)

Household			
Size	1	2	3
50%	25,200	28,800	32,400

Households with income exceeding 50% of median are not eligible for housing at The Maples Apartments

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) 681-9096

(Website) [www.reachcdc.org](http://www.reachcdc.org)



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### ADMISSIONS CRITERIA

The Maples Apartments, managed by REACH Apartments, Inc., is a HUD **Section 202 PRAC building that provides subsidized housing for elderly persons who qualify under Section 202 PRAC guidelines**. See the Building Manager to determine your eligibility. The property is located at 2101 SE The Maples, Portland, Oregon, 97202. Reach CDI and The Maples 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 The Maples Apts. 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.

The U.S. Department of Housing and Urban Development, (HUD), requires that each admitted resident's income be within 50% of the median income, as established by HUD. See the **Income Guidelines Chart** below. Any applicant whose total household income exceeds 50% of the median income is not eligible for housing at The Maples.

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.

REACH CDI and The Maples 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 zero tolerance for illegal drug use and other illegal drug activities and strongly support drug free housing.

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 residents are given priority over waitlisted non-residents for available units. We maintain an open waitlist policy, unless application is denied, per #12 in application approval process below. Current tenants with physical disabilities are given priority to move to ground floor units, using the "Reasonable Accommodation" provision of the fair housing laws.

#### **INCOME GUIDELINES: Median Income Percentages for 2011**

Household Size	50%
1	25,200
2	28,800
3	32,400

#### **OCCUPANCY REQUIREMENTS:**

1. Occupancy is based on the number of bedrooms in an apt. 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 apt.); minimum is one person per bedroom.

#### **APPLICATION PROCESS:**

1. Select the apartment.
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 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

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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 mandatory screening/approval process.
6. Applicants displaced by natural disaster 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 first month's prorated rent.
8. HUD requires owner/agents produce an "Existing Tenant Search" in the EIV Secure System for all individuals applying for subsidized units. The Existing Tenant Search will be used for screening applicants for eligibility in the program.

**APPLICATION APPROVAL PROCESS:** (REACH staff screens applicants for income and residential qualifications)

1. Applicants must meet HUD Section 202 PRAC guidelines.
2. Total household monthly income must meet HUD guidelines listed above.
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 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 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 of 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.
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 The Maples's current criteria.
13. 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.

**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 Management Supervisor  
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 1<sup>st</sup> Ave. Rm. 205, Seattle, WA 98104-1000  
1-800-877-0246, TTY 1-206-220-5185, www.hud.gov





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### The Maples 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.

<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 \_\_\_\_\_

\* Are you at least 62 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

(If you checked no to the above question, please **do not** submit this application as you will not qualify)

How did you hear about The Maples 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>
<i>Min – 1 person</i>	<i>Min – 1 person</i>
<i>Max – 2 people</i>	<i>Max - 3 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>Project Rental Assistance Contract</b> – Total annual household income must be below 50 % Median Family Income (refer to <i>Income Guidelines Chart on the back of this page</i> )	
( ) Studio	( ) 1 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                    ( ) Mental

Does any household member require an elderly disabled allowance?                    ( ) 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 2011**

Household	
Size	<b>50%</b>
1	25,200
2	28,800
3	32,400

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