

Previous Rental History: Start with your current residence.				
NAME AND PHONE # OF CURRENT & PREVIOUS LANDLORDS	ADDRESS YOU OCCUPIED	MOVE IN DATE	MOVE OUT DATE	REASON FOR LEAVING

Income Information: List wages, salaries, SSI, disability, unemployment, welfare, or ANY source of income as well as any assets currently held/owned			
FAMILY MEMBER	INCOME SOURCE	AMOUNT	ASSET SOURCE & AMOUNT

Do you currently own real property? Yes ___ No ___

Have you disposed of any asset for less than fair market value in the past two years? Yes ___ No ___ ; if yes what?

Employment Information:

Head of Household Employer _____ Supervisor _____
 City, State _____ Phone # _____
 Length of Employment _____ Position _____

Spouse's (Co-Head)
 Employer _____ Supervisor _____
 City, State _____ Phone # _____
 Length of Employment _____ Position _____

Other Adult Member
 Employer _____ Supervisor _____
 City, State _____ Phone # _____
 Length of Employment _____ Position _____



CASCADE MANAGEMENT, INC.,
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CASCADE MANAGEMENT, Inc.

Screening Criteria I

Thank you for your interest in applying at one of our complexes. Our communities are great places to live, and we trust you will find they make great homes. Part of keeping our communities safe and livable is our screening process. This process is outlined below.

Cascade Management, Inc. (CMI) does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its housing, programs or activities. We comply with requirements of the Fair Housing Acts, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). CMI will accept Reasonable Accommodation requests to accommodate a disability. They should be sent to the Compliance Officer at the corporate address listed below. If you have any questions after reviewing these criteria, please don't hesitate to ask.

UNIT SIZE STANDARDS

Maximum occupancy is 2 persons per bedroom plus one. The minimum allowed is 1 person per bedroom.

GENERAL REQUIREMENTS

1. A complete and accurate application is required. Incomplete applications will be returned.
2. Each applicant, live in aides and later additions will be required to qualify individually.
3. Primary applicants must be able to enter a legal and binding contract.
4. The head of household/spouse/co-head and all other household members must disclose verification of social security numbers prior to move-in to participate in the HUD rental assistance program.

STUDENT STATUS

To be eligible for Section 8 assistance, the applicants/tenants who are students at an institution of higher learning (for the purpose of obtaining a degree, certificate, or other program leading to a recognized education credential) must meet the definition of independent student or independent household.

The definition of independent student is a student meeting one or more of the following criteria:

1. Be at least 24 years old by December 31 of the award year for which aid is sought;
2. Be an orphan or a ward of the court through the age of 18;
3. Be a veteran of the U.S. Armed Forces;
4. Have legal dependents other than a spouse (i.e., dependent children or elderly parent);
5. Be a graduate or professional student; or,
6. Be married.

The definition of independent household is a student under 24 years of age and meeting all of the following criteria:

1. Be of legal contract age under state law
2. Have established a household separate from parents or legal guardians for at least one year prior to the application of occupancy, or meet the definition of an independent student
3. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations, AND
4. Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing support. This certification is required even if no assistance will be provided.

If the student who is under 24 years of age does not meet the definition of independent student or independent household, the income of the student's parent or guardian will be included in the total household income with regards to their eligibility for Section 8 assistance. If the student resides with parents who are currently living in Section 8 assisted housing these eligibility requirements will not apply.

INCOME TARGETING

CMI will lease not less than 40% of the dwelling units that become available for occupancy in any project fiscal year to extremely low-income families. Income targeting does not apply to the Section 202 PAC, Section 202 PRAC, Section 811 PRAC, RAP, Rent Supplement*, Section 221(d)(3) BMIR or Section 236 programs.

INCOME REQUIREMENTS

All income and assets must be reported and will be verified. False or fraudulent statements will automatically lead to a denial of your application. Applicants applying for non-subsidized units must have a minimum monthly income equal to or greater than 1.5 times the monthly rent. You must meet the income limit for the complex where you are applying.

The Department of Housing and Urban Development (HUD) has provided property managers with access to a verification database called the Enterprise Income Verification System (EIV). EIV provides information about project-based and tenant-based HUD assistance recipients. This database is used to verify certain types of reported income with records maintained in the Social Security Administration databases and the Department of Health and Human Service (HHS) National Database of New Hires. HHS provides information about current and past employment and unemployment insurance information. This information will be obtained prior to move-in certification, initial certification and annual certifications. This database is also used as an existing tenant search to identify applicants who may be receiving assistance at another Multi-Family or PIH location. All adult household members are required to give consent to the release of this information by signing HUD Forms 9887 and 9887A.

RENTAL REQUIREMENTS

1. Third-party rental history will be verified.
2. Lack of rental history or credit history will not be a cause for an applicant to be rejected.
3. Home ownership will be verified through the county tax assessor's office. Mortgage payments must be current. Home ownership negotiated through a land sales contract must be verified through the contract holder.
4. 3 years eviction free rental history will be required. Any household containing a member(s) who was evicted in the last 3 years from federally assisted housing for drug-related criminal activity will be denied. There are 2 exceptions: (1) The evicted member has successfully completed an approved, supervised drug rehab program, or (2) The circumstances that led to the eviction no longer exist (e.g. the member no longer resides with the applicant household).
5. Rental history reflecting any outstanding damages or past due rent >\$100 will be a cause for denial of your application. (An exception is made when payments are being made.)
6. Rental history demonstrating documented noise or disturbance complaints will be a cause for denial of your application when the manager would not re-rent if 1-year positive rental history cannot be verified within the last year.

CREDIT REQUIREMENTS

Credit will be reviewed. Negative credit will result in denial. Negative credit is defined as: (a) Bankruptcy reported within 1 year from the date of application; (b) Bankruptcy reported prior to 1 year from the date of application and negative information followed the bankruptcy; (c) Involuntary repossession; or (d) more than 10 collections.

ELIGIBILITY REQUIREMENTS

Your application may be rejected for any of the following reasons:

1. You are ineligible for occupancy in a particular unit or property.
2. You are unable to disclose and document SSNs of all household members, or you do not execute a certification stating no SSNs have been assigned. . Non-exempt applicants have 90 days to disclose and document social security numbers. Once a unit is available, the unit will not be held open pending disclosure and documentation of social security numbers. The next applicant on the waiting list will be contacted after notice to disclose and document social security numbers for the available unit.
Applicants who were 62 years of age as of 1/31/10 **and** whose initial determination of eligibility was established prior to 1/31/10 are exempt from the requirement to disclose and document social security numbers. Documentation must be obtained from the prior landlord establishing date of eligibility.
3. You do not sign and submit verification consent forms or the Authorization for Release of Information (HUD Forms 9887 & 9887A).
4. Your household characteristics are not appropriate for the unit available or your family size is not appropriate for the unit available.
5. If there is reasonable cause to believe that any member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards are based on behavior, not the condition of alcoholism or alcohol abuse. In addition, any household in which any members are currently engaged in illegal use of drugs or for which there is reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
6. Under the 202/8 program, tenants under 62 must provide verification they meet the definition of "disabled person". The term "disabled person" means a person who:(a) has a disability as defined in Section 23 of the Social Security Act; (b) has a physical, mental, or emotional impairment that (1) is expected to be of long-continued and indefinite duration; (2) substantially impedes his or her ability to live independently; and (3) is of such a nature that such ability could be improved by more suitable housing conditions; OR (c) has a developmental disability.
*Unless the complex is designated for elderly only- the disability status does not apply.

The following do not apply to 202/811 PRAC complexes

7. Your family includes members who did not declare citizenship or noncitizenship status, or sign a statement electing not to contend noncitizen status.
8. You are a student enrolled in an institution of higher learning not yet 24 and do not meet one of the following exceptions: a veteran of the US military; not married; have no dependent child(ren); not a person with a disability receiving Section 8 as of 11-30-05; or not otherwise eligible as defined by HUD.

CRIMINAL CONVICTION POLICY

A conviction or convictions for any felony, or any misdemeanor involving assault, intimidation, prostitution, drug-related activity, or weapons charges, obscenity and related violations (ORS 167.060 through 167.100), within the last 5 years shall be grounds for denial of your application. A conviction, guilty plea or no contest plea to any misdemeanor not mentioned above in the last year will be cause for denial of your application. Any conviction or convictions for any obscenity sex charges or violations within the last 7 years (or longer if found in court records) shall be grounds for denial of your application. Any household member (including minors) who is subject to a state sex offender lifetime registration requirement will be cause for denial of your application.

APPLICATION PROCESS

1. Complete the application.
2. If there is a waiting list at the project, you may ask to be placed on any of the bedroom size waiting lists you qualify for. The manager will provide you with an approximate timeframe for how long the waiting list is running.
3. Once your application is selected for processing, be prepared to wait 1-2 business days for the application screening process.
4. Applicants will be required to pay a refundable security deposit. The amount of the security deposit is based on the specific program requirements.

TENANT SELECTION

Applicants will be selected in the following order:

1. For accessible units:
 - a. In-house transfers needing accessible features of the unit
 - b. Applicants with disabilities from the waiting list
 - c. Applicants from the waiting list by date and time
2. For all other units:
 - a. In-house transfers in the following order:
 1. Approved Reasonable Accommodations
 2. All other approved units transfers
 - b. Applicants with preferences listed on project-specific coversheet
 - c. Applicants from the waiting list based on date and time

CMI Employee Preference

CMI has a preference for employees who will be moving into a “manager unit” for the property they will be working at. Designated “manager units” are limited to one or two units depending on the size of the property. The CMI employee will be required to meet all eligibility requirements for the “manager unit” and will be added to the top of the waiting list and will receive the next available unit. If the employee no longer works for CMI and occupies a designated “manager’s unit”, they will be required to move in accordance with CMI’s Employee Policy. If the employee has signed a HUD lease, they retain all rights and responsibilities in accordance with the HUD lease.

WAITING LIST POLICY

Your application may be removed from the waiting list for any of the following reasons:

1. At your request.
2. You no longer qualify under the guidelines for the complex.
3. You have not contacted management for 6 months.
4. At the second refusal when offered a unit.
5. We have been unable to contact you by phone on 3 or more occasions.
6. Your phone is no longer in service.

You will be notified in writing of your removal from the waiting list.

REJECTED APPLICATION POLICY

If your application is rejected due to negative and adverse information being reported, you may:

1. Contact the company that supplied the information to discuss your application.
2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit-reporting agent as per their policy.
4. Request the credit-reporting agency to submit a corrected credit check to the screening company.
5. Upon receipt of the corrected information your application will be reevaluated for the next available unit.

Please be advised that your application can also be denied for the following reasons:

1. Incomplete, inaccurate or falsified information.
2. Any applicant currently using illegal drugs, and/or possessing illegal drugs.
3. Any individual who may constitute a direct threat to the health and safety of any individual, or whose tenancy may pose a threat to the complex, or the property of others.

If your application has been denied and you feel you qualify under the criteria above, you can do one of the following: (within 14 calendar days after receipt of the denial):

(1) Write to: **Equal Housing Opportunity Manager, 8532 SW St Helens Drive, Suite 201, Wilsonville, Oregon 97070**. In the letter explain the reasons you believe your application should be approved and request a review of your file.

(2) Request a meeting. Any meeting with you will be conducted by someone who was not involved in the initial decision. Within 5 working days of receipt of your letter or the meeting, your application file will be reviewed and you will be notified in writing of the final decision of your eligibility. If you are a disabled applicant, you may request a Reasonable Accommodation to participate in the informal hearing process.

CMI reserves the right to overturn denials for extenuating circumstance. (For example: medical reasons, domestic violence, or completion of the Ready to Rent program.)

If you feel you have been a victim of discrimination, you may contact HUD at 909 1st Avenue, Room 205, Seattle, WA 98104-1000, 1-800-877-0246, TTY 1-206-220-5185, www.hud.gov.

You may request a copy of CMI's Tenant Selection Policy from the Site Manager.

