



# RAMONA APARTMENTS – Wait List Application



Applicant Name: Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Contact Information: E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Apartment Preference: Select one from each row Maximum monthly rent: \_\_\_\_\_

1st Choice: Studio 1BR 2BR-Int Br 2BR-Std 3BR-Int. BR 3BR-Std.

2nd Choice: Studio 1BR 2BR-Int Br 2BR-Std 3BR-Int. BR 3BR-Std.

Specific plan (if waiting for only one plan): 1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

Contact me (check only one): as soon as possible, or after \_\_\_\_\_ (specify date)

Number of occupants: \_\_\_\_\_ Total annual household income: \_\_\_\_\_ Cat or dog

We will add your name to the waiting list for the Ramona Apartments:

1. if you are eligible based on the information you have provided about your student status, your household size, and your household income, and
2. when we receive a signed and dated copy of this form and initialed attachments

Adding your name to this list does **not** mean that you have applied for or been approved for an apartment.

### Next Steps

1. We will contact you periodically to have you confirm that you still want to be on the list. When your name reaches the top of the wait list and the type of apartment you requested becomes available, the staff will contact you. (**You are responsible for letting us know if your contact information changes.**)
  - a. If we do not reach you and don't hear back from you within 1 business day, we will contact you a 2nd time.
  - b. If we do not reach you on the 2nd attempt and do not hear back from you within 1 business day of the 2nd attempt, we will remove your name from the waiting list.
2. If you are not interested in the apartment that is available, we will keep your name on the wait list and notify you when the next apartment that meets your criteria becomes available. If you turn down 3 apartments that meet the criteria you gave us, we will remove your name from the waiting list.
3. If you are interested in the apartment that is available, the next steps are:
  - a. Complete an application within 2 business days, go through a screening process, and provide verification of your income.
  - b. When we schedule an appointment, you will need to bring the information described on the attachments.
  - c. If you do not show up for your appointment or do not bring the required information, we reserve the right to remove your name from the waiting list.
4. If your application is denied for any reason, we will remove your name from the waiting list.
5. If your name is removed from the waiting list, we will inform you using the contact information listed above.

I have read the information above and the Criteria for Residency and I agree to the policies of the waiting list.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign, date and return to the Ramona Apartments

1550 NW 14<sup>th</sup> Avenue, Portland 97209

fax: 503 688-6009

e-mail: [Ramona@BridgeHousing.com](mailto:Ramona@BridgeHousing.com)

### STAFF USE ONLY

Revised: 9-30-16

Date Removed from List: \_\_\_\_\_ Reason: \_\_\_\_\_

Applicant informed via (specify: phone, letter, e-mail): \_\_\_\_\_ Staff initials: \_\_\_\_\_

## CRITERIA FOR RESIDENCY

### AGE

The head of the household must be eighteen years of age or older.

### OCCUPANCY REQUIREMENTS

Unit Type	Minimum
Studio	1 person
1 bedroom	1 person
2 bedroom - w/1 interior BR	1 person
2 bedroom - conventional	2 people
3 bedroom – w/1 interior BR	2 people
3 bedroom - conventional	3 people

Occupancy of the apartment is limited to those persons listed on the lease, and is based on the number of bedrooms in a unit.

### INCOME REQUIREMENTS AND VERIFICATION

#### 1. Minimum Income

- Total monthly household income must be at least 150% of the monthly rent payable by the household.

#### 2. Maximum Income

- Total household income must be no greater than 60% of the Portland Median Family Income (MFI) - adjusted for family size - published by HUD each year

#### 3. Definition of Income

- Income is defined as the gross amount of income anticipated to be received by all members of the household, with some exceptions, during the twelve (12) month period following the certification.
- Income includes, but is not limited to:
  - Employment income
  - Self-employment income
  - Social Security, pensions, SSI, or disability income
  - Unemployment compensation
  - Alimony or child support payments
  - Recurring contributions and gifts
  - Income from assets – interest, stocks, bonds, real estate, etc.

#### 4. Income and Asset Verification

- All income and all assets over \$5,000 must be verified by a qualified third-party (e.g., employers, banks, etc.). Our staff will request verifications and will let you know if we are not receiving them. We cannot approve your application until we have these.
- We must have verification of income that demonstrates your ability to pay rent.
- Unemployed applicants will be required to show some form of verifiable income.
- We will require six months of verifiable income within the previous 12 months.
- Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns

- All information must be received within a reasonable period of time.
5. Annual Recertification of income
- You will be required to recertify your income each year before the anniversary date of your initial lease. ***If this process is not completed on time for any reason, we will issue an eviction notice.***

### **MINIMUM LEASE TERM**

- The minimum initial lease term is 12 months.

### **STUDENT STATUS**

#### 1. General Rule

- In general, income-restricted apartments 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 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.

#### 2. Exceptions

- Some exceptions do apply. If all members of the household are full-time students, the applicants may still qualify for residency if:
  - 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); or
  - 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**; or
  - At least one household member receives welfare assistance under Title IV of the Social Security Act (AFDC/TANF); or
  - 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; or
  - 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).

#### 3. Annual Certification of Student Status

- You are required to re-certify your household's student status each year before the anniversary date of your initial lease. ***If you do not provide the required information on time or if this process is not completed on time for any reason, we will issue an eviction notice.***
- At no time during the lease, or any extension thereof, may the income-restricted apartment be occupied entirely by full-time students. If the household qualified at move-in, but later is comprised entirely of full-time students and does not meet any of the exceptions, that household is no longer qualified to occupy the apartment.

### **SCREENING PROCESS**

After each adult completes a rental application and pays the application fee, we will screen each applicant. Unfavorable information for any individual applicant may result in denial of all applications for the household. Providing false information will result in denial of the application.

#### 1. Credit History

- Bankruptcy
  - Bankruptcy (regardless of discharge) or repossession within the last 2 years may be grounds for denial of the application or may require an additional deposit for approval.
- Outstanding Bad Debt



- Outstanding bad debt which is not medical related and which totals more than \$500 but less than \$1,000 will require a larger deposit.
- Outstanding bad debt of more than \$1,000 will result in denial.
- Outstanding debt to a utility company or sub-metering company will result in denial unless the debt is paid and proof of payment is shown.
- Tax Liens
  - If a tax lien was filed against an applicant within the last 24 months, we will require a larger deposit.
  - Unreleased tax liens will result in a denial.

## 2. Rental History

- If you have not had a lease in your name before, but meet all other screening criteria, your application may still be considered, but will require a larger deposit.
- If you have lived in your own home rather than renting, the ownership will be verified.
  - If you have current mortgage(s) and property tax assessment(s), it will be considered favorable rental history.
  - If you have mortgage(s) and property tax assessment(s) that are not current, but you meet all other screening criteria, your application may still be considered but will require a larger deposit.
- One year of positive rental history within the past two years will be required and must be verified from a third party reference.
  - Rental history that will require a larger deposit
    - Rental history reflecting late payments
  - Rental history that will be cause for denial
    - Rental housing debt, evictions, or collections within the last 5 years
    - A current or previous landlord who would not re-rent to the applicant(s) because of documented noise or other disturbance complaints.
    - Having received three or more 72-hour notices from the current or previous landlord within a period of one year.
    - Two or more NSF checks to a landlord within a period of two years.
- An applicant cannot be declined based solely or in part on their inclusion in the Violence Against Women's Act.

## 3. Criminal History

- The screening will include a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty or no-contest to, any crime. The Ramona considers the entire application. We do not exclude individuals simply because of prior convictions and only consider records that are reportable under the Fair Credit Reporting Act and rules of Oregon.
- Convictions do not result in automatic denial of application or lease renewal; consideration will be given to the nature, date, and circumstances of the conviction.
- Convictions involving sexual misconduct (as defined by state law), drug related crimes, theft by check or a physical crime against a person or another person's property may allow approval of the application with special conditions, or denial based on the crime and date of the said criminal charges.
- Applicants or current residents appearing on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies (including the FBI or other state and local law enforcement agencies) will be denied. All applicants and current residents aged 18 and over will be screened through the OFAC.

**All persons 18 and over applying to reside in the apartment must complete a separate application and must qualify in each of the above categories with the exception that the household's combined income may be used to satisfy the rent to earnings ratio.**



**Any person under the age of 18 proposed to occupy the apartment must be identified on the application and listed on the lease or such person will otherwise be considered an unauthorized occupant.**

**REASONABLE ACCOMODATIONS**

During the application process, you may request reasonable accommodations that are necessary because of a disability. Please notify the property manager at 503-688-6008 or in writing to 1550 NW 14<sup>th</sup> Ave Portland OR 97209 if you believe any such accommodations are necessary. The property manager will respond to your request within 72 business hours of receipt.

**PET POLICY**

We currently accept cats and small dogs with an additional deposit and with an acceptable renter's insurance policy.

- The following dog breeds are not allowed:
  - Rottweilers, Chows, Dobermans, Akitas, Pit Bulls, and Wolf Hybrids – including mixed breeds and/or similar bloodlines
  - Any other aggressive breed not listed above that is restricted by city or state legislation
- Veterinarian documentation must be provided giving all current vaccination information prior to move-in.
- Proof of a current Multnomah County license for the pet must be provided prior to move-in
- All deposits and non-refundable fees must be paid prior to the resident moving into the property.
- If a household has paid the additional deposit for the pet and the pet is later permanently removed from the home, the additional deposit will not be refunded until the household vacates the apartment.
- For any aquarium over 20 gallons, the resident is required to provide proof of valid renter's insurance.
- Service animals will be accepted without breed or weight restrictions. Certification must be obtained prior to move in or allowing service animals in your home and an Accommodations Request Form must be completed.
- You are responsible for your pet's behavior.

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**YOUR RIGHT TO APPEAL A DENIED APPLICATION**

If your application is denied, you will received an adverse action letter. You may have the right to file a grievance challenging the decision to deny your application. The adverse action letter will provide information about your rights to file a grievance and the process to do so.

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**ACKNOWLEDGMENT**

By signature below, Applicant acknowledges that he/she has reviewed the Criteria for Residency, which includes reasons why the application may be denied. The Applicant understands that if he/she does not meet the rental selection criteria or fails to answer any question or gives false information, we may reject the application, retain fees allowed by statute and terminate any right of occupancy

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name

