



Pictured: Stephens Creek Crossing

Home Forward Waitlist Opening Guide

October 24-28, 2019

Apply online!





Published by

Home Forward - Property Management
1605 NE 45th Avenue
Portland, OR 97213

Mission:

The mission of Home Forward is to assure that the people of the community are sheltered. Home Forward has a special responsibility to those who encounter barriers to housing because of income, disability, or special need.

Home Forward will continue to promote, operate and develop affordable housing that engenders stability, self-sufficiency, self-respect and pride in its residents and represents a long-term community asset.

Home Forward will be a community leader to create public commitment, policy and funding to preserve and develop affordable housing.

Visit our website:

www.homeforward.org

Property Management Department:

503-280-3750

TTY: 503-802-8554



Home Forward is committed to serving eligible applicants and will not discriminate against any person on the grounds of age, race, color, national origin, religion, sex, familial status, sexual orientation, marital status, physical or mental disability, or gender identity.

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Information contained in this directory is subject to change

Open Waitlists

Waitlist	Unit Size	Applications Accepted
Celilo Court	3 bedroom	50
Eliot Square	3 bedroom	275
Fir Acres	3 bedroom	50
Floresta	2 bedroom	50
Hollywood East	Studio	1350
Humboldt Gardens	3 bedroom	50
Madrona Place Apartments	2 bedroom	75
Madrona Place Apartments	3 bedroom	400
Maple Mallory	1 bedroom	100
Northwest Tower	Studio	400
Peaceful Villa	Studio	50
Powellhurst Woods	3 bedroom	100
Schrunk Riverview Tower	1 bedroom	400
Stephens Creek Crossing	3 bedroom	450
Tamarack Apartments	2 bedroom	250
Tamarack Apartments	3 bedroom	225
Williams Plaza	Studio	250
Williams Plaza	1 bedroom	50

Process

Take some time to research the waitlists you choose. You will find information in this guide about locations, occupancy standards, and income guidelines for each property.

Waitlists will be open from 10/24/19 at 9:00AM – 10/28/19 at 11:59PM. You can apply from any internet capable device. During business hours (weekdays from 9AM – 4PM) staff is available to assist applicants in person at

**Home Forward
New Market West
135 SW Ash St
Portland, OR 97204**

Once the waitlist closes, Home Forward uses software to assign a random number to each application and place it into sequence. We will notify all applicants as to whether they made it through the lottery and onto a waitlist.

Symbols and abbreviations used in this guide:



Equal Housing Opportunity



This property does not permit smoking



This property has ADA Accessible units



This property has a waitlist preference for seniors (age 55+) and/or persons with disabilities

br

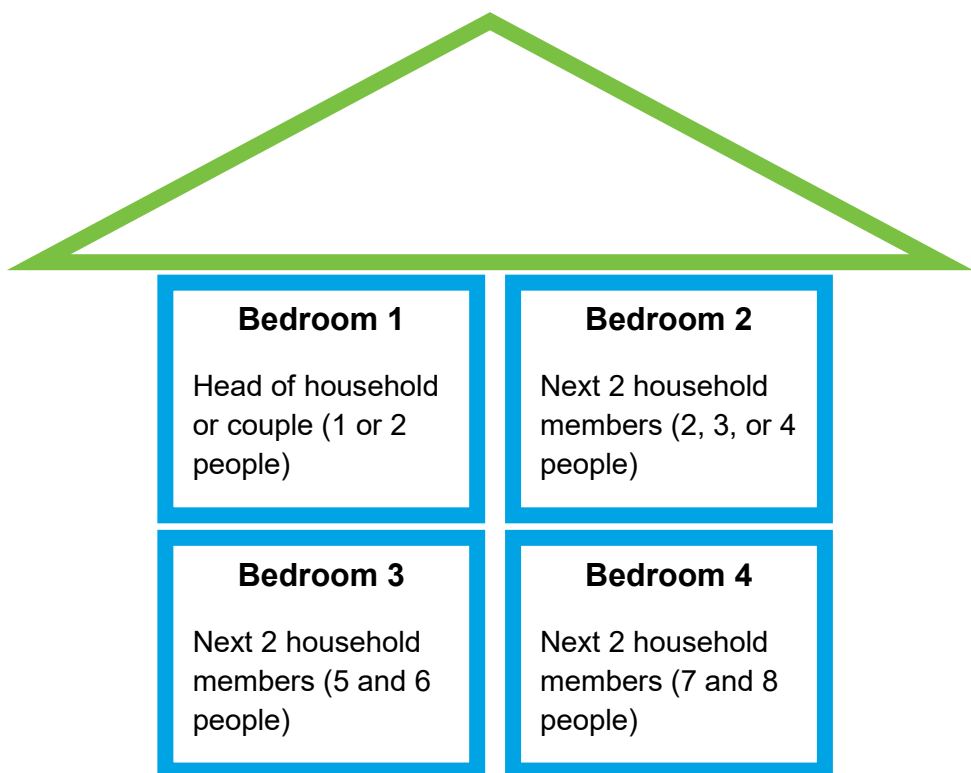
Bedroom

Occupancy Standard/ Unit Size

Home Forward offers studio, 1br, 2br, 3br, and 4br units. After the waitlist opening, we will only submit applications into the lottery that have the correct number of household members for the size of the unit.

We calculate the unit size (number of bedrooms) you qualify for based on the size of your family. We allow one bedroom for the head of the household and their partner if applicable. For each two additional family members (regardless of age and/or gender), we allow another bedroom.

Example: A single person or a couple is eligible for a studio or one bedroom unit. A household of one or two parents plus one or two children is eligible for a 2-bedroom apartment. Home Forward will consider exceptions based individual circumstances.



Income Guidelines

Your household income must be less than 50% of the area median income to qualify for a Project-based Section 8 unit.

Your income must be less than 80% of the area median income to qualify for a Public Housing unit.

Use the chart below to see the maximum income for your household size, to qualify for one of our units.

Household Income Limits			
50%		80%	
Project-based Section 8 Units		Public Housing Units	
Household Size	Total Household Gross Income	Household Size	Total Household Gross Income
1	\$30,800	1	\$49,280
2	\$35,200	2	\$56,320
3	\$39,600	3	\$63,360
4	\$43,950	4	\$70,320
5	\$47,500	5	\$76,000
6	\$51,000	6	\$81,600
7	\$54,500	7	\$87,200
8	\$58,050	8	\$92,880

If your income is too high during application, you can still apply. If your income is too high when we select you for a unit, you will not qualify.

Waitlists with
Preference for
Seniors (55+)
and/or Persons
with Disabilities



Hollywood East

4400 NE Broadway, Portland, OR 97213
503.280.3770



Type: Project-based Section 8

Size: 286 units – 269 studio, 13 1br, 4 2br (the 1 and 2br units are ADA accessible)

Preference: The community serves seniors and persons with disabilities

Location: Hollywood District of Northeast Portland, near retail shops, grocery stores, library, MAX, and entertainment

Amenities

- Several community rooms
- Dog park
- Laundry room
- Community garden
- Parking
- Some apartments have scenic views of Portland

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
Studio	1,350	-50% AMI	1 person - \$30,800
			2 person - \$35,200

Northwest Tower

335 NW 19th Avenue, Portland, OR 97209
503.280.3880



Type: Project-based Section 8

Size: 180 units – 63 studio, 87 1br, 27 2br, 3 3br (6 1br units are ADA accessible)

Preference: The community serves seniors and persons with disabilities

Location: Northwest Portland, near many shops and services on NW 21st and 23rd Avenues and PGE Park stadium

Amenities

- Community room with a kitchen
- Laundry room
- Computers and Wi-Fi access
- Parking

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
Studio	400	-50% AMI	1 person - \$30,800
			2 person - \$35,200

Schrunk Riverview Tower

8832 N Syracuse Street, Portland, OR 97203
503.280.3920



Type: Project-based Section 8

Size: 118 units, all 1br

Preference: The community serves seniors and persons with disabilities

Location: North Portland, near the St. Johns shopping and service hub

Amenities

- Controlled building access
- Community room with a kitchen
- Laundry room
- Parking
- Some apartments have scenic views of Portland

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
1 bedroom	400	-50% AMI	1 person - \$30,800
			2 person - \$35,200

Williams Plaza

2041 NW Everett Street, Portland, OR 97209
503.280.3960



Type: Project-based Section 8

Size: 101 units – 67 studio and 34 1br (5 of the 1br units are ADA accessible)

Preference: Serves seniors and persons with disabilities

Location: Northwest Portland, near several parks, Legacy Good Samaritan hospital, and the many shops and services on NW 21st and NW 23rd Avenues

Amenities

- Community room with kitchen
- Laundry room
- Controlled building access
- Parking

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
Studio	250	-50% AMI	1 person - \$30,800
1 bedroom	50	-50% AMI	2 person - \$35,200

Waitlists without
Preference for
Age or Disability



Celilo Court

4605-4667 NE 95th Avenue Portland, OR 97220
503.280.3790



Type: Public Housing

Size: 28 units – 17 2br and 11 3br (2 of the 2br units are ADA accessible)

Preference: None

Location: Parkrose neighborhood of Northeast Portland near Mall 205, freeway access and the Parkrose/Sumner Transit Center

Amenities

- Back patios with storage sheds
- Washer/dryer hookups
- Playground
- Parking
- Updated kitchens and bathrooms
- Energy-efficient furnaces, gas water heaters, and appliances
- Landscaping

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
3 bedroom	50	-80% AMI	4 person - \$70,320
			5 person - \$76,000
			6 person – \$81,600



Eliot Square

40-84 NE Russell Street, Portland, Oregon 97227
503.280.3950



Type: Project-based Section 8
Size: 30 units – 12 2br, 14 3br, and 4 4br (1 2br unit is ADA accessible)
Preference: None

Location: Boise neighborhood of Northeast Portland, near Legacy Emanuel Hospital, Matt Dishman Community Center, Lloyd Center shopping and the Urban League

- Amenities**
- Washer/dryer hook ups
 - Patios with external storage space
 - Parking
 - Playground

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
3 bedroom	275	-50% AMI	4 person - \$43,950
			5 person - \$47,500
			6 person - \$51,000

Fir Acres

19401-19463 SE Yamhill Street, Portland, OR 97233
503.280.3970



Type: Public Housing

Size: 32 units – 19 2br and 12 3br (1 2br unit is ADA accessible)

Preference: None

Location: Outer Southeast Portland, near the MAX, shops, and services

Amenities

- Community room with kitchen and computers
- Playground
- Parking
- Washer/dryer hookups
- Small gardening spaces
- Back patios with storage sheds
- Updated kitchens and bathrooms

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
3 bedroom	50	-80% AMI	4 person - \$70,320
			5 person - \$76,000
			6 person – \$81,600



Floresta

12608 SE Foster Road, Portland, OR 97236
503.280.3810



Type: Project-based Section 8

Size: 20 units – 8 2br and 12 3br (1 2br unit is ADA accessible)

Preference: None

Location: Outer Southeast Portland, near parks, shops and services

Amenities

- Park-like grounds
- Playground
- Parking
- Washer/dryer hookups
- Gardening spaces
- Patios with storage sheds

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
2 bedroom	50	-50% AMI	2 person - \$35,200
			3 person - \$39,600
			4 person - \$43,950



Humboldt Gardens

5033 N Vancouver Avenue, Portland, OR 97217
503.280.3850



Type: Project-based Section 8

Size: 100 subsidized units – 51 1br, 37 2br, 9 3br, 3 4br (15 1br, 6 2br, 3 3br, 1 4br units are ADA accessible)

Preference: None

Location: Humboldt neighborhood of North Portland, near Peninsula Park/Rose Garden, and Cascade library

Amenities

- Extra storage
- Dishwashers
- Self-cleaning ovens
- Two laundry rooms (some apartments have washer/dryer)
- Ground floor units have yards and porches
- Many upstairs units have balconies
- Parks and play areas
- Community center with a computer lab and internet access
- Head Start program

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
3 bedroom	50	-50% AMI	4 person - \$43,950
			5 person - \$47,500
			6 person - \$51,000



Madrona Place Apartments

17810 E Burnside, Portland, OR 97233
503.280.3970



Type: Project-based Section 8

Size: 45 units – 3 1br, 19 2br, and 23 3br (2 2br and 1 3br units are ADA accessible)

Preference: None

Location: East Portland, near mass transit, retail shops and services

Amenities

- Patio or deck, with adjacent secured storage space
- Playground
- 3 high-efficiency laundry rooms
- Parking

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
2 bedroom	75	-50% AMI	2 person - \$35,200
3 bedroom	400	-50% AMI	3 person - \$39,600
			4 person - \$43,950
			5 person - \$47,500
			6 person - \$51,000



Maple Mallory

3800 NE Mallory Avenue, Portland, OR 97212
503.280.3790



Type: Project-based Section 8

Size: 48 units – 24 1br and 24 2br

Preference: None

Location: inner Northeast Portland, just off NE Martin Luther King, Jr. Blvd. near public transportation, shops and services

Amenities

- New playground
- Inner courtyard
- Community room with computers
- On-site laundry facilities
- Parking

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
1 bedroom	100	-50% AMI	1 person - \$30,800
			2 person - \$35,200



Peaceful Villa

2835 SE 47th Avenue, Portland, OR 97206
503.280.3900



Type: Public Housing

Size: 69 units – 8 studio, 53 1br, and 8 2br

Preference: None

Location: Richmond neighborhood of Southeast Portland near shops and services on Division and Clinton Streets

Amenities

- Park-like grounds
- Off-street parking
- On-site laundry facilities
- Community room with kitchen
- Washer/dryer hookups in some units
- Gardening spaces.

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
Studio	50	-80% AMI	1 person - \$49,280
			2 person - \$56,320

Powellhurst Woods

11200 SE Holgate Blvd. Portland OR 97266
503.280.3810



Type: Project-based Section 8

Size: 34 units – 23 2br and 11 3br

Preference: None

Location: Outer Southeast Portland

Amenities

- Park-like grounds
- Playground
- Basketball court
- On-site parking
- Washer/dryer hookups
- Individual patios with extra storage space
- Energy-efficient kitchen ranges and water heaters

Se habla español.

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
3 bedroom	100	-50% AMI	4 person - \$43,950
			5 person - \$47,500
			6 person - \$51,000



Stephens Creek Crossing

6715 SW 26th Avenue, Portland, OR 97219
503.280.3830



Type: Project-based Section 8

Size: 111 subsidized units – 18 1br, 17 2br, 73 3br, 3 4br (4 4br, 4 2br, 9 3br units are ADA accessible)

Preference: None

Location: Southwest Portland, near Hillsdale town center and Multnomah Village.

Amenities

- Energy efficient appliances
- Extra storage
- Many units have balconies or patios,
- Laundry rooms
- Playground
- Community garden
- Community center.

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
3 bedroom	450	-50% AMI	4 person - \$43,950
			5 person - \$47,500
			6 person - \$51,000



Tamarack Apartments

4111 N Alaska #33, Portland, OR 97203

503.280.3950



Type: Project-based Section 8

Size: 120 units – 48 1br, 60 2br, and 12 3br (4 1br and 2 2br units are ADA accessible)

Preference: None

Location: Portsmouth neighborhood of North Portland, near University Park, Village Market, McCoy Park, and the Regency Boys & Girls Club

Amenities

- Park-like grounds
- Playground
- Laundry facilities
- On-site parking
- Patios
- External storage spaces

Se habla español.

Open List	#Applications Placed on List	Income Limit	AMI by Household Size
2 bedroom	250	-50% AMI	2 person - \$35,200
3 bedroom	225	-50% AMI	3 person - \$39,600
			4 person - \$43,950
			5 person - \$47,500
			6 person - \$51,000



Screening Criteria for Residency

**Edited from policy*

Thank you for your interest in applying for a waitlist at Home Forward. We intend to keep our communities safe and livable, which begins with our application and screening process.

We are committed to Fair Housing and to helping applicants remove barriers to housing. Please ask questions if you think you would not meet our requirements.

Home Forward does not discriminate on the basis of disability status. We comply with requirements of the Fair Housing Act, Equal Opportunity Housing, Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA), and Violence against Women Reauthorization Act.

Step 1 – Apply for apartments on open waitlists

During the waitlist opening from October 24 - 28, 2019, you can apply for any apartment community in this booklet.

When you choose which communities to apply for, consider the location and the size of the unit you need for your household. To avoid removal from waitlists, you must let Home Forward know immediately in writing if your address or phone number changes. Check your status on the waiting list regularly by calling the waitlist position hotline at (503) 415-8000.

Step 2 – Complete the screening application

Once we select you from a waitlist, the property manager will contact you to schedule a meeting where you will fill out the screening application and discuss any barriers that might turn up.

- We accept applications from adults, 18 and older. We only accept applications from minors under certain conditions.

- We review each application to verify eligibility.
- Each household member must meet all requirements. If anyone in the household does not, we must deny the application for the household.
- If your application is incomplete, we will not process it. Your application will be denied.
- Each adult must show a valid government-issued photo I.D. and proof of a valid social security number (If you cannot provide your I.D. or a social security number, please discuss it with us.)

Step 3 – Home Forward reviews your screening application

We will review your screening application and other background information to determine your qualification for our housing. In general, you must meet the following standards to be accepted.

(Some special programs may have different standards. Please check with the Property Manager if you have questions about what applies to you.)

- 1. No false information.** Inaccurate or false information are grounds for denial. If we find inaccurate or false information after you sign a rental lease, we will terminate the lease.
- 2. Proof of positive rental history.** We want positive references from two past landlords who are not relatives. If you have been renting from your current landlord for 3+ years, we only need one landlord reference. Let us know if your rental history does not include at least two landlords. We may accept other verification, such as a professional reference or proof of home ownership. If you do not have positive rental history or a qualified professional reference, we will deny your application.

3. Positive landlord references. We may deny your application based on a negative landlord reference or if you do not have enough positive rental references.

Examples of behavior that could result in denial include:

- Failure to maintain the unit, or tenant-caused damages
- Chronic noise or nuisance behavior that disturbs the peace of the community
- Consistent failure to pay rent on time (unless you are rent burdened)
- Failure to report additional occupants when required by the rental agreement
- Other serious conditions that would cause a landlord not to rent to you again

4. No evictions during the past three years. If your eviction was because of extenuating circumstances or if you completed Rent Well, please discuss it with the Property Manager.

5. No debt owed to past landlords or any Housing Authority.

We run a consumer credit check on each adult household member to check for any monies over \$250, due in a rental agreement, to previous landlords or Housing Authorities. We may make an exception if debt resulted from extenuating circumstances. We encourage you to settle any debts or have current repayment agreements before you apply for housing with Home Forward.

6. No abuse of drugs and/or alcohol. We will deny your application if there is cause to believe that a household member's abuse of drugs and/or alcohol is likely to interfere with the health, safety, or right to peaceful enjoyment of the community by others. We are required to deny applicants who admit to using medical marijuana.

7. No criminal activity or other dangerous behavior. We are required to deny admission to anyone who:

- Is subject to a lifetime state sex offender registration
- Has ever been convicted of drug-related criminal activity for manufacture of methamphetamine on the premises of federally assisted housing

We will deny applicants for other criminal activity, based on the violation and when it took place. We use the following criteria to assess criminal activity for household members age 15 and older.

TIMEFRAME	ACTIVITY
No regard for when activity occurred	<p>A felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage, drug-related offenses (sale, manufacture, delivery or possession with intent to sell), class A/felony burglary or class A/felony robbery.</p> <p>Pending charges or outstanding warrants for any activity for which Home Forward would deny an application.</p>
Activity occurred 7 or fewer years ago	<p>Any felony, misdemeanor, or gross misdemeanor involving assault, sex, drugs, (sale, manufacture, delivery, or possession with intent to sell), property damage, or weapons violations</p>
Activity occurred 3 or fewer years ago	<p>Any drug-related or violent criminal activity or other criminal acts that could harm the health, safety, or peace of a community.</p>

8. Other relevant cause for denial. We may deny an application if there is credible information about criminal behavior, even if there has not been a conviction for such behavior. Additionally, we will deny individuals who constitute a likely threat to the health or safety of an individual, the apartment community, or the property of others.

Home Forward reserves the right to deny an application for any reason relevant to the applicant's ability to fulfill lease obligations. In such a case, we will give the applicant an opportunity to dispute the information.

Extenuating circumstances

If you are unable to meet the screening criteria listed, here are some circumstances you may discuss with the Property Manager and/or Hearings Officer. We do not use this information to determine eligibility, but it may help you with the application process.

Reasonable Accommodation Requests: You may request a reasonable accommodation related to your disability. Examples include:

- Physical assistance completing the application
- Modification of apartments or common areas
- Permission to have a service, assistance, or companion animal.

Please submit all requests in writing. You can get a Request for Reasonable Accommodation form from the Property Manager. If you cannot make a request in writing, please ask the Property Manager for assistance.

Documentation of Domestic Violence: Home Forward will not deny admission if the only negative information we find is directly related to your past as a survivor of domestic violence, dating violence, sexual assault, or stalking. Please submit documentation by either

- Requesting and submitting a self-certification form

- Submitting a police report or court record
- Submitting a letter from a qualifying professional who helped you address issues related to the domestic violence situation.

Drug and Alcohol Treatment: If you are denied due to use of illegal drugs or abuse of alcohol, we will reconsider your denial if you have successfully completed a treatment program and have maintained your sobriety. If you have not completed a treatment program we may also consider a professional reference letter or other documents related to your sobriety.

Excessive Rent Burden: We will not deny you for negative rental history if you had excessive rent burden. Excessive rent burden generally means that a household pays more than 50 percent of its total monthly income for rent and utilities.

Professional References Letters: You can use professional references to:

- Supplement your rental history
- Verify your sobriety
- Request a reasonable accommodation
- Document domestic violence

A qualifying professional reference must have known you or your household for at least six months and have worked with you during the last six months. A professional reference is not a relative, friend, or neighbor. A qualifying professional reference can be a:

- Person who can address past criminal history
- Teacher
- Lawyer
- Previous or current employer
- Spiritual leader (this includes pastors, priests, imams, or any other leaders from any faith or religion)
- Counselor

- Doctor or licensed professional
- Case manager representing a rehabilitation center, social service/disability agency, or clinic

Step 4 – The right to request an informal hearing

If we deny your application for any reason, we will notify you in writing. You will have the right to request an informal hearing with Home Forward to present special circumstances, explaining why you believe we should approve your application. We use a screening company to help us make application decisions. We will give you the opportunity to appeal any relevant negative information reported from the screening company. You must submit your request for an informal hearing in writing to the Property Manager within 14 days of the date on the denial letter.

APPLICANT RIGHTS

It is important for Applicants to understand the rights they have at every stage in the application process:

1. Applicants have the right to receive an estimate of the waiting list time for their desired apartment community and bedroom size.
2. Denied applicants will receive written notice of the denial, stating the reasons for the denial and their rights to request an informal hearing.
3. Applicants have the right to dispute the accuracy of information reported and to request corrections to reports by screening agencies.
4. Applicants may contact the screening agency that collected information on them.
5. Applicants may obtain a free copy of their report from the consumer-reporting agency used.
6. Applicants have the right to present witnesses and other information at the informal hearing to explain their side of the situation.
7. Applicants have the right to be represented at the informal hearing.
8. Applicants have the right to look at their file before the informal hearing and to get copies at their expense.
9. Applicants have the right to a written decision stating the reasons for their denial.
10. Denied applicants have a right to reapply whenever the waiting list is open.

Record Relief Program - Expungement

The Metropolitan Public Defender, in coordination with Home Forward, offers a host of legal services for Home Forward applicants, residents, and section 8 voucher-holders. The goal is to mitigate the impact of the criminal justice system by reducing the barriers to employment, housing, education, and other opportunities. MPD attorneys assess on an individual basis whether people are eligible for a wide-range of services, including:

- Expunging Criminal Records
- Reducing Felonies to Misdemeanors
- Navigating Current Court Requirements
- Changing Court Orders
- Correcting Court Records
- Converting Court Fines and Fees
- Sex Offender Registration Relief
- Appealing Designations and Exclusions
- **And more!**

If you have ever been stopped by the police or charged with an offense, there are probably official records that are preventing you from living your life to its full potential. Call **503-225-9100** today to talk to an attorney and see whether you qualify for any of the above services. Tell them you are with Home Forward.

This is a free service

All conversations are completely confidential and not shared with Home Forward. You must be a Home Forward applicant, resident or have a Home Forward Section 8 voucher to qualify. If you don't live in Home Forward housing, but have children that do, you also qualify.



homeforward

hope. access. potential.

Thank you

