



St. Vincent de Paul Society of Lane County

Ironwood Village ~Screening Guidelines~



St. Vincent de Paul Property Management

2890 Chad Dr. Eugene OR 97408

Phone: 541-743-7134 **Fax:** 541-687-0351

All Applicants are urged to review the screening guidelines to determine if requirements can be met.

Application Process

1. We offer Screening Guidelines and Rental Applications to all that inquire.
2. A complete application is required for each applicant over age 18 who would occupy the premises as well as co-signers.
3. A **screening charge of \$18.00** per applicant/co-signer is required upon application processing. A **minor turning 18** (already residing in unit) must fill out an application and pay the **screening charge of \$18.00**. This charge is non-refundable and must be paid in money order or cashier's check only.
4. In order to verify income, rental history, and personal references we will obtain a credit report, criminal records and public records request. We will also check with prior landlords. It may take up to 2-3 days in order to verify the information on the application.
5. Applicant(s) must provide a photo ID, Social Security Card and 6 months' bank statements for each account at the time of processing the application.
6. Applications are processed in the order of Income Level from the Waitlist.
7. Applicant(s) must be able to enter into a legally binding contract.

Identification

1. Each Applicant must provide photo Identification with completed application.
2. Rental history of 3 years must be provided and verified from **unbiased/unrelated** sources.
3. Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
4. Exceptions may be made for applicants with qualified co-signers.
5. Prior evictions may result in denial.
6. If previous landlord gives negative reference or fails to give a reference application applicant may be denied.
7. Three (3) or more 72 hour notices within a one-year period may result in a denial.
8. Three (3) or more NSF (returned) checks within a one-year period may result in a denial.
9. Rental history demonstrating a disruptive complaint or negative may result in a denial.

Income Requirements

1. If your property is covered under subsidized housing rules, you must income qualify.
2. Income must be verifiable through pay stubs, employer contact, current tax records, assistance checks, and/or financial aid statements.
3. Your application will be denied if we are unable to determine you earn a legal source of income.

2890 Chad Drive Eugene, OR 97408

Office: 541.743.7134 Fax: 541.687.0351



Credit/Criminal/Public Records Check

1. Negative reports may result in denial of application.
2. Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.
3. The following may result in application denial:
 - a) A conviction, guilty plea, or no-contest plea, ever for: 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, possession with intent to sell) A/ Felony burglary or class A/ Felony robbery or;
 - b) A conviction, guilty plea, or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for any; felony charges or;
 - c) A conviction, guilty plea, or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for; any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, de-livery or possession), property damage or weapons charges; or
 - d) A conviction, guilty plea, or no-contest plea, where the date of disposition, release or parole have occurred within the last three years for; any class B or C misdemeanor in any of the above categories or any misdemeanors in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty, prostitution shall be grounds for denial of the rental application.
4. Pending charges or outstanding warrants for any of the above will result in suspension of the application process until the charges are resolved. Upon resolution, if the desired unit is available, the application process will be completed. Units will not be held awaiting resolution of pending charges.

Reasonable Accommodation

1. If you have a disability and need special features or a modification of Ironwood Village rules, policies or procedures, you may request a Reasonable Accommodation form from the office.

Our Policies

1. Unless otherwise indicated, all of our units rent on a 1-year basis.
2. All units are non-smoking units.
3. Ironwood Village has a No-Pet Policy, however, Aid animals are accepted with a completed Reasonable Accommodation form with written verification from an acceptable individual.
4. The demeanor and behavior of applicants during the application process and prior to signing the rental agreement will be considered.
5. If you owe money to another landlord or Utility company, we will require confirmation of payment prior to approval of your application.

This institution is an equal opportunity provider and employer

Ironwood Village

47537 Teller Rd, Oakridge, Or 97463
PH: 541-782-3714 – Fax: 541-782-1042

Managed by: St. Vincent de Paul Society of Lane County, Inc.



2890 Chad Drive, Eugene, Oregon 97408
P.O. Box 24608, Eugene, OR 97402
Ph: 541-743-7134 TTY: 1-800-462-7585



Rental Application

Please fill out this form completely, sign, date and return. All applications will be put on the waiting list. Upon receipt of a properly completed form and processing, you will be notified whether or not it has been accepted. **There is an \$18.00 Screening Fee for each adult applicant, due when this application is processed for residency.**

Date: _____

Head of Household:

(First) (M.I) (Last)
DOB: _____ Social Security: _____ Drivers Lics/ ID _____ ST: _____ Phone # _____

Co-Applicant:

(First) (M.I) (Last)
DOB: _____ Social Security: _____ Drivers Lic/ ID _____ ST: _____ Phone # _____

Current Address: _____ City: _____ St: _____ Zip: _____

Mailing Address if different than the one above: _____

Landlord: _____ **Landlords Phone:** (include area code): _____

How long at this address: move in date: _____ move out date: _____ Rent Amount: _____

Reason for leaving: _____

RENTAL HISTORY: (Former)

Address: _____ City: _____ ST: _____ Zip: _____

Landlord: _____ **Landlords Phone** (include area code): _____

How long at this address? move in date: _____ move out date: _____ Rent Amount: _____

Reason for leaving: _____

HOUSEHOLD COMPOSITION: COMPLETE THE FOLLOWING INFORMATION FOR EACH MEMBER OF THE FAMILY (INCLUDE YOURSELF) WHO WILL BE OCCUPYING THE UNIT.

HOUSEHOLD MEMBERS (List all members of household – applicant, co-applicant, dependents, care attendants, etc.)						
Full Name	Sex M/F	Relationship	Date of Birth	Social Security #	Occupation	Drivers Lic#

Does anyone live with you that is not listed above? _____

Do you anticipate any changes in your family composition within the next 12 months? _____
 If yes, please explain: _____

EMPLOYMENT STATUS

APPLICANT: Name of Employer _____ Telephone _____

Address _____ Length of Employment _____

CO-APPLICANT: Name of Employer _____ Telephone _____

Address _____ Length of Employment _____

APPLICANT: Retired: _____ **CO-APPLICANT:** Retired: _____

Do you or anyone in your household require reasonable accommodations? _____ Yes _____ No

If you have a disability and need special features (such as, lowered kitchen counters/sinks, grab bars in bathroom, ramps, etc.), or a modification of program rules, policies, or procedures, or a change in the way in which we communicate with you or give you information, you may ask for this kind of change, which is called a Reasonable Accommodation form:

**To obtain a form contact St. Vincent de Paul Mobile Home Park Division @
 (541) 743-7134 or TTY – dial 1-800-462-7585.**

Please check the unit type for which you are applying:

Size of unit desired (1 BR, 2 BR, 3BR.) _____ (See the tenant selection criteria for occupancy guidelines)

Will you take a smaller unit than desired if a vacancy exists? _____ Will you accept an upstairs unit if a vacancy exists? _____

Household Income

LIST THE TYPE, SOURCE AND AMOUNT OF INCOME THAT CAN BE EXPECTED DURING THE NEXT 12 MONTHS FOR EACH HOUSEHOLD MEMBER.

Examples of types of income are: wages, self-employment, cash or other assistance from someone outside of the household, Social Security, child support, alimony, financial aid, retirement funds, etc.

Applicant and ALL Household Member	Type of Income & Source	Annual Income
PLEASE LIST ANY INCOME CONSIDERED FEERALLY EXEMPT BELOW (I.E. FOOD STAMPS, ADOPTION, ASSISTANCE IN EXCESS OF \$480 PER CHILD, FOSTER PAYMENTS, ETC.)		

TOTAL HOUSEHOLD INCOME (Excluding exempt income): _____ per month

ASSET INFORMATION

LIST ALL ASSETS OF EACH HOUSEHOLD MEMBER: CHECKING, SAVINGS, RETIRMENT ACCOUNTS, CASH ON HAND, BENEFIT DEBIT CARDS, Etc.

Household Member	Financial Institution	Account Type	Balance	Interest Earned in the Past 12 Months

DEDUCTIONS

1. Is anyone in the household other than the applicant or co-applicant a full-time student and 18 years of age or older? _____. (To be a student, he/she must carry a subject load considered full-time by the institution attended.)

2. Does any tenant request an adjustment to income due to payment of child care which enables them to work or go to school? _____.

(The amounts paid by the household for the care of minors under 13 may be deducted for expenses that are not reimbursed. Deductions for these expenses are permitted only when such care is necessary to enable a tenant to further his/her education or to be gainfully employed.)

Expected annual expense: \$ _____.

Name & address of provider: _____

3. Does anyone in the household request a handicap/disability adjustment to income? _____. This deduction is allowed only if the applicant or co-applicant(s) is elderly or 62 years or older or disabled or handicapped. If a medical deduction is requested (expenses NOT covered by Medicare or other insurance), please list the out of pocket expenses and ANNUAL amounts paid below:

_____	Amount Paid _____
_____	Amount Paid _____
_____	Amount Paid _____
_____	Amount Paid _____
_____	Amount Paid _____

Personal References other than family:

Full Name _____	Address _____	Relationship _____	Phone _____
Full Name _____	Address _____	Relationship _____	Phone _____
Full Name _____	Address _____	Relationship _____	Phone _____

In Case of Emergency Notify: Nearest relative: (for emergency contact)

Name: _____ Addr: _____ City: _____ ST: _____

Phone: _____ Email: _____ Relationship: _____

Additional Information:

1. Do you have pet(s)? _____ if yes, specify type and description _____
2. Do you have a waterbed? _____ If yes, do you have waterbed insurance? _____ Name of insurance company covering your waterbed insurance and telephone number _____
3. Are you or a member of your household a current illegal user and/or distributor of a controlled substance?
____ Yes ____ No
4. Have you or a member of your household been convicted of the illegal use or possession of a controlled substance? ____ Yes ____ No
5. Have you or a member of your household ever been convicted of the illegal manufacture or distribution of a controlled substance? ____ Yes ____ No
6. If you answered yes to questions 3, 4 or 5 above, have you successfully completed a controlled substance abuse recovery program or are you presently enrolled in such a program? ____ Yes ____ No
7. Have you or any member of your household been convicted of a felony? ____ Yes ____ No
If so Explain: _____
8. Are you or anyone in your household a Registered Sex Offender? _____ If so, which state _____
9. Have you ever been bankrupt or have a bad credit history? ____ Yes ____ No
10. Have you ever been evicted from a rented house or apartment? ____ Yes ____ No
If so/when and by whom: _____
11. Do you have any past due rent or had your security deposit retained by a landlord: Yes ____ No ____
12. Are you or a member of your household part-time student: _____ or full-time student: _____
13. Where did you hear about this complex? Newspaper Ad ____ Phonebook ____ Posted Notice ____ Friend ____
Other _____
14. Is there anything about yourself you would like to share with us? _____

Vehicle: Make: _____ Model: _____ Color: _____ Year: _____

*In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW Washington, D.C. 20250-9410 or call 202-720-5964 (Voice and TTD). USDA is an equal opportunity provider and employer. The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. **However, if you choose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.***

*I understand that this is not a contract, but application for housing assistance. This application does not guarantee that I will receive housing assistance. I swear that the information given on this application is correct and complete to the best of my knowledge. I understand that it is a crime to give false information and may result in the loss/denial of assistance. I authorize the release of information, and authorize **St. Vincent de Paul Society of Lane County, Inc.** to obtain information about me or other household members that is pertinent to eligibility for, or participation in, assisted housing programs. The information given above may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal or regulator investigators and prosecutors. (However, the information will not be otherwise disclosed or released outside of St. Vincent de Paul Society of Lane County, Inc., except as permitted or required by law.*

I/We certify that this apartment at Ironwood Village will be the applicant household's permanent residence. I/we do not, and will not, maintain a separate subsidized rental unit in a different location.

By signing this application, you are giving permission to St. Vincent de Paul Society of Lane County the authority to investigate the information supplied by you.

I DECLARE THIS INFORMATION TO BE TRUE. I AGREE THAT THE LANDLORD MAY END ANY AGREEMENT BETWEEN US THAT IS BASED UPON MY MISSTATEMENT OF FACTS.

Head of Household

Date

Do you require reasonable accommodations? Y or N
(If so, request a Reasonable Accommodations form).

Applicant #2

Date

Do you require reasonable accommodations? Y or N
(If so, request a Reasonable Accommodations form).

Applicant:

Ethnicity: Hispanic or Latino _____ Not Hispanic or Latino _____

Race: (Mark one or more) American Indian / Alaska Native _____ Asian _____ Black/ African American _____
Native Hawaiian or Other, Pacific Islander _____ White _____

Decline:

☐ I was given the opportunity to furnish the above-listed information but choose not to.

(Do NOT check this box if you furnished the data requested above.)

Co-Applicant:

Ethnicity: Hispanic or Latino _____ Not Hispanic or Latino _____

Race: (Mark one or more) American Indian / Alaska Native _____ Asian _____ Black/African American _____
Native Hawaiian or Other, Pacific Islander _____ White _____

Decline:

☐ I was given the opportunity to furnish the above-listed information but choose not to.

(Do NOT check this box if you furnished the data requested above.)

The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

****St. Vincent de Paul Society of Lane County, Inc. does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

CONTACT PHONE NUMBER: () _____

Email address: _____

FOR OFFICIAL USE ONLY: (Keep application in file for _____ years.)

Date Received: _____ Time of Day: _____ Income Level (Entry Code): _____

Date applicant's name added to waiting list: _____

Date letter sent informing applicant name placed on list: _____

Date contacted for residency: _____ Date approved for residency: _____

Date rejected for residency: _____ Reason for rejection: _____

Date rejection letter sent: _____ Reason for removal from list: _____

_____ (found other housing, unable to contact, etc.)

Manager's Signature:

Sign

Date

St. Vincent de Paul Society of Lane County, Inc.

2890 Chad Drive. Eugene, OR 97408

P.O. Box 24608, Eugene OR 97402

Ph.: 541-743-7134 / **Fax:** 541-687-0351 / **TTY-** Dial 1-800-462-7585

Email: MHPD@svdp.us

Ironwood Village

47537 Teller Rd. Oakridge, OR 97463

Ph: 541-782-3714 / **Fax:** 541-782-1042

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

This Institution is an equal opportunity provider and employer.





IRONWOOD APARTMENTS TENANT SELECTION CRITERIA

St, Vincent de Paul Property Management

PH: 541-743-7134 FAX: 541-687-0351 TTY 1-800-462-7585

1. Application/Eligibility:

The policy of St. Vincent de Paul Society of Lane County, Inc. is for equal housing opportunity for prospective applicants regardless of race, color, religion, sex, handicap, familial status or national origin. In accordance with Federal Law and The U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability and where applicable, sex (including gender identity and expression), marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (1-800-759-3272 - voice and TDD).

To file a complaint of discrimination, write: to: U.S. Department of Agriculture (USDA), Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW Washington D.C. 20250-9410 or call: 202-720-5964 (1-800-759-3272 Voice and TDD).

Anyone interested in renting an apartment must complete and submit an application for tenancy. This application will be used for subsidized and non-subsidized units.

This complex is financed with funding from Rural Development and HOME and is subject to Rural Development's and HOME's rules and regulations. This is a 24- unit Family Complex with 23 rental-assisted units. RD regulations give priority for available Rental Assistance (RA) to very low-income tenants already living at this property that are currently not receiving RA, and then to very low-income applicants from the waiting list to receive available "deep subsidy." To be eligible for admissions, applicants cannot have an adjusted income that exceeds the moderate-income limit for this county. The applicant's net income must be at least two (2) times the rent level. Food stamps will be included in meeting the income requirement. Applicants will be selected for RA in accordance with RD regulations, with selected applicants paying the greater of 30% of adjusted income or 10% of gross income, less a utility allowance for the monthly payment (Tenant Contribution).

Students of higher education are ineligible for occupancy at this project under USDA-RD regulations unless the student will be a member of the household applying to live, or are living with, his/her parents or legal guardians, or; 1.) Is of legal contract age under Oregon state law [ORS 109.697 applies], 2.) Has established a household separate and distinct from his/her parents or legal guardians, 3.) Is not claimed as a dependant by his/her parents or legal guardians (pursuant IRS regulations) and, 4.) Will attest to the amount of financial assistance is provided to him/her by his/her parents or legal guardians.

Units in this complex are one, two and three bedrooms.

The occupancy guidelines recommended by St. Vincent de Paul are as follows:

<u>Bedroom Size</u>	<u>Minimum Occupants</u>	<u>Maximum Occupants</u>
1	1 person	3 persons
2	2 persons	5 persons
3	3 persons	7 persons

Applicants could be admitted to larger or smaller bedroom size units if no qualified households are on that bedroom waiting list if the applicants agree to transfer to the appropriate bedroom size when one becomes available and the unit size they are in is needed by another qualified household, and agree to abide by that provision in the lease. Tenant may do so at their expense.

For both RA and non-subsidized units, selection is based on meeting eligibility requirements by income limits, with selection based on RD & HOME priorities. Income limits based on the number of persons who will live in the unit for Lane County is listed on the last page of this document.

2. Live-in Care Giver Screening

Tenant requesting a live-in care giver must complete and submit a reasonable accommodation form to resident manager for verification and approval. Caregiver will be required to complete and sign an information form and provide resident manager with picture Identification and Social Security Number. An \$8.00 screening fee is required for a criminal background check. A conviction, guilty plea, or plea of no contest to any of the following offenses listed below under (**#5-Criminal History Criteria**) will be grounds for denial.

Live-in Caregiver must be approved by management and meet with resident manager to sign an agreement and complete appropriate documents prior to occupancy.

3. Waiting List/Priorities:

All applicants will be notified of the acceptance or rejection of their application. All applications are placed On a master waiting list by date and time received. Those rejected due to ineligibility by income or Occupancy status will be notified of the reason for their rejection and their name will be removed from the waiting list.

Applicants eligible by RD & HOME income and occupancy regulations are placed on the waiting list According to bedroom size, income level and need for handicap accessible units. RD & HOME priorities state that applicants must be selected by income status chronologically within each income group in this order: very low income, low income, moderate income, and finally ineligible applicants.

Applicants may inquire at any time as to their chronological place on the waiting list. All RD & HOME Priorities regarding waiting lists and tenant selection, in addition to eligibility regulations for income Occupancy will be explained to all applicants.

4. Selection/Rejection:

Applicants who meet the income and occupancy guidelines and have come to the top of the RD & HOME income priority list still must meet all other eligibility selection criteria before being approved to move in.

If a co-signer is required, the co-signer must also complete the application process and pass a background and credit check as well.

All forms of income will be verified during the certification process. Failure to properly disclose all sources of income will result in the denial of your application or termination of your tenancy if discovered after the tenancy commences. Applicants who submit incomplete applications will be notified within 10 days of the

items needed to complete a review of the eligibility for occupancy.

Applicants must fully complete the Tenant Application (including income and asset documentation) and supply references which can be checked. Priority for applicants who return incomplete applications will not be established until the additional item(s) or information is received. Management staff is available to answer any questions an applicant may have in regard to filling out the application form.

This apartment complex will house no applicant without an interview and credit, criminal and reference check. If an applicant fails to come to two scheduled interviews, the application will be removed from the waiting list. Some applicants may have no previous or current rental or credit references, but can still offer personal non-related references.

An offer of an apartment will be made by mail or personal phone call. A person offered an apartment by mail has six (6) days from the date of mailing to notify the resident manager of his/her intention to accept or reject the offered apartment. A person offered an apartment by personal phone call has three (3) days from date of offer to notify the resident manager of his/her intention to accept or reject the offered apartment. Any deviation from this time frame must be approved by Administration. If there is no response from applicant within the stated time frames listed above, management will remove your application from the waiting list. At that time, you can reapply by completing and submitting a new application.

5. Criminal History Criteria:

A conviction, guilty plea, or plea of no contest to any of the following offenses will be grounds for denial of your rental application:

- a) Felony charges involving injury, assault, kidnapping, death, arson, rape, sex crimes including molestation, extensive property damage, drug related offenses including manufacturing and/or distribution, delivery or possession with intent to sell, felony burglary or robbery at any time.
- b) Any other felony charge in which disposition or parole has occurred within the past eight years.
- c) Any misdemeanor charge involving assault, intimidation, sex or drug related, property damage or weapons charges in which release or parole has occurred within the past three years.
- d) Any misdemeanor involving criminal trespass, theft or prostitution in which release or parole has occurred within the past three years.
- e) Pending charges or outstanding warrants for any of the above will cause the application to be suspended until the charges are resolved. No unit will be held awaiting the result of pending charges.

6. Credit History Criteria:

Good credit will be required for an unconditional approval. If negative or adverse credit is reported, the following criteria will be used:

- a) Outstanding, delinquent debt of more than \$5,000 listed on the credit report will result in denial, unless the debts are verifiable medical expenses, or the debts were included in a bankruptcy filing.
- b) Three (3) or more NSF checks in a twelve (12) month period within the past three (3) years will result in a denial.
- c) Any non-medical negative debt established following a bankruptcy that has been filed within the past three (3) years will result in a denial.

7. Public Records & Rental References:

- a) Applicants who have been evicted from a residence within the past five years will be denied.
- b) Applicants who have been evicted from more than one residence, regardless of how long ago the evictions occurred will be denied.
- c) Rental references which indicate the applicant caused significant damage to the unit, vacated the unit owing rent, were late paying their rent on more than four occasions, caused disturbances at the rental

on more than one occasion or maintained their unit in an unsanitary condition could be grounds for denial.

d) Applications will be denied if references indicate the applicant used the rental for illegal activities.

e) Unsatisfied legal judgments of \$500.00 or more will be grounds for denial.

Applicants will be rejected if it is determined that their presence or the presence of any of their household members would likely result in a threat to the health and/or safety of any staff, residents, guests or anyone else frequenting Ironwood Village Apartments. Rejection may also occur if the current living circumstances are determined to be unsanitary or the unit is damaged due to applicant abuse.

Knowingly submitting false information on the application for tenancy or to management will also result in rejection of an application.

Applicants will not be rejected on the basis of race, color, religion, sex, handicap, familial status, national origin or any other protected class.

Handicap accessible units will be marketed to qualified handicap/disabled households who would benefit from the unit features. In the event that no households apply who need the special unit features, RD will be contacted for permission to house other households in these units. In this circumstance, tenants will sign a lease addendum agreeing to transfer (at their own expense) to another unit when an appropriate unit becomes available and there are households needing the benefit of the handicap accessible unit now on the waiting list. We will consider any request for reasonable accommodation, including alterations to non-accessible units.

Applicants rejected due to ineligibility by RD & HOME income or occupancy regulations will receive a written notice detailing the reason for rejection. Applicants rejected for any other reason will also receive a written notice of rejection along with an RD & HOME Grievance Procedures notification and instructions for requesting an informal meeting and/or grievance hearing.

Should an applicant be selected and refuse occupancy for reasons other than a medical emergency, that applicant's name will be removed from the waiting list. That applicant may reapply and will be placed on the waiting list chronologically by the new date of application. A waiting list update will occur at least once every 12 months. Applicants who do not respond to the waiting list update will be removed from the waiting list with appropriate written notice. All accepted tenants must pay rent as determined on the Tenant Certification Form, and sign that form along with an RD & HOME approved lease and attachments.

Management reserves the right to deny an applicant if at the time of applying the applicant is clearly intoxicated, belligerent or is behaving in a manner that indicates applicant may be under the influence of a controlled substance.

This tenant selection criteria is an attachment to the Management Plan and shall be revised should RD & HOME regulations or management policies change.

LANE COUNTY RD INCOME LIMITS 2022								
	1 PER	2 PER	3 PER	4 PER	5 PER	6 PER	7 PER	8 PER
VL	\$27,900	\$31,850	\$35,850	\$39,800	\$43,000	\$46,200	\$49,400	\$52,550
L	\$44,600	\$50,950	\$57,350	\$63,700	\$68,800	\$73,900	\$79,000	\$84,100
M	\$50,100	\$56,450	\$62,850	\$69,200	\$74,300	\$79,400	\$84,500	\$89,600

Ironwood Apartments
47537 Teller Rd.
Oakridge, OR 97463
St. Vincent de Paul Property Management
2890 Chad Drive
Eugene OR 97408
Phone: (541) 743-7134
TTY: (800) 462-7585
Fax: (541) 687-0351

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider and employer.





Rural Housing and Community Programs

Things You Should Know About USDA Rural Rental Housing

Don't risk losing your chances for federally assisted housing by providing false, incomplete, or inaccurate information on your application or recertification

Penalties for Committing Fraud

You must provide information about your household status and income when you apply for assisted housing in apartments financed by the U.S. Department of Agriculture (USDA). USDA places a high priority on preventing fraud. If you deliberately omit information or give false information to the management company on your application or recertification forms, you may be:

- Evicted from your apartment;
- Required to repay all the extra rental assistance you received based on faulty information;
- Fined;
- Put in prison and/or barred from receiving future assistance.

Your State and local governments also may have laws that allow them to impose other penalties for fraud in addition to the ones listed here.

How To Complete Your Application

When you meet with the landlord to complete your application, you must provide information about:

- **All Household Income.** List all sources of money that you receive. If any other adults will be living with you in the apartment, you must also list all of their income. Sources of money include:
 - Wages, unemployment and disability compensation, welfare payments, alimony, Social Security benefits, pensions, etc.;
 - Any money you receive on behalf of your children, such as child support, children's Social Security, etc.;
 - Income from assets such as interest from a savings account, credit union, certificate of deposit, stock dividends, etc.;
 - Any income you expect to receive, such as a pay raise or bonus.
- **All Household Assets.** List all assets that you have. If any other adults will be living with you, you must also list all of their assets. Assets include:
 - Bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.;
 - Any business or asset you sold in the last 2 years for less than its full value, such as selling your home to your children.

- **All Household Members.** List the names of all the people, including adults and children, who will actually live with you in the apartment, whether or not they are related to you.

Ask for Help if You Need It

If you are having problems understanding any part of the application, let the landlord know and ask for help with any questions you may have. The landlord is trained to help you with the application process.

Before You Sign the Application

- Make sure that you read the entire application and understand everything it says;
- Check it carefully to ensure that all the questions have been answered completely and accurately;
- Don't sign it unless you are sure that there aren't any errors or missing information.

By signing the application and certification forms, you are stating that they are complete to the best of your knowledge and belief. Signing a form when you know it contains misinformation is considered fraud.

- The management company will verify your information. USDA may conduct computer matches with other Federal, State or private agencies to verify that the income you reported is correct;
- Ask for a copy of your signed application and keep a copy of it for your records.

Tenant Recertification

Residents in USDA-financed assisted housing must provide updated information to the management company at least once a year. Ask your landlord when you must recertify your income.

You must **immediately** report:

- Any changes in income of \$100 or more per month;
- Any changes in the number of household members.

For your annual recertification, you must report:

- All income changes, such as increases in pay or benefits, job change or job loss, loss of benefits, etc., for any adult household member;

- Any household member who has moved in or out;
- All assets that you or your adult housemates own, or any assets that were sold in the last 2 years for less than their full value.

Avoid Fraud, Report Abuse

Prevent fraudulent schemes through these steps:

- Don't pay any money to file your application;
- Don't pay any money to move up on the waiting list;
- Don't pay for anything not covered by your lease;
- Get receipts for any money you do pay;
- Get a written explanation for any money you are required to pay besides rent, such as maintenance charges.

Report Abuse: If you know anyone who has falsified an application, or who tries to persuade you to make false statements, report him or her to the manager. If you cannot report to your manager, call your local or state USDA office at 1 (800) 670-6553, or write: USDA, STOP 0782, 1400 Independence Ave., SW, Washington, DC 20250.

If You Disagree With a Decision

Tenants may file a grievance in writing with the complex owner in response to the owner's actions, or failure to act, that result in a denial, significant reduction, or termination of benefits. Grievances may also be filed when a tenant disputes the owner's notice of proposed adverse action.

Notice of Adverse Action

The complex owner must notify tenants in writing about any proposed actions that may have adverse consequences, such as denial of occupancy and changes in the occupancy rules or lease. The written notice must give specific reasons for the proposed action, and must also advise tenants of the "right to respond to the notice within 10 calendar days after the date of the notice" and of "the right to a hearing." Housing complexes in areas with a concentration of non-English-speaking people must send notices in English and in the majority non-English language.

Grievance Process Overview

USDA believes that the best way to resolve grievances is through an informal meeting between tenants and the landlord or owner. Once the owner learns about a tenant grievance, the process should begin with an informal meeting between the two parties. Owners must offer to meet with tenants to discuss the grievance within 10 calendar days of receipt of the complaint. USDA encourages owners and tenants to try to reach a mutually satisfactory resolution to the problem at the meeting.

If the grievance is not resolved, the tenant must request a hearing within 10 days of receipt of the meeting findings. The parties will then select a hearing panel or hearing officer to govern the hearing. All parties are notified of the decision 10 days after the hearing.

When a Grievance Is Legitimate

The landlord must determine if a grievance is within the established rules for the program. For example, "I want to file a complaint because the manager doesn't speak to me" is not a legitimate complaint. However, "I want to file a complaint because the manager isn't maintaining the property according to USDA guidelines" is a legitimate complaint. Below are examples of cases in which tenants may and may not file a complaint.

A complaint may not be filed with the owner/management if:	A complaint may be filed with the owner/management if:
USDA has authorized a proposed rent change.	There is a modification of the lease, or changes in the rules or rent that are not authorized by USDA.
A tenant believes that he/she has been discriminated against because of race, color, religion, national origin, sex, age, familial status, or disability. Discrimination complaints should be filed with USDA and/or the Department of U.S. Housing and Urban Development (HUD), not with the owner/management.	The owner or management fails to maintain the property in a decent, safe, and sanitary manner.
The complex has formed a tenant's association and all parties have agreed to use the association to settle grievances.	The owner violates a lease provision or occupancy rule.
USDA has required a change in the rules and proper notices have been given.	A tenant is denied admission to the complex.
The tenant is in violation of the lease and the result is termination of tenancy.	
There are disputes between tenants that do not involve the owner/management.	
Tenants are displaced or other adverse effects occur as a result of loan prepayment.	

PA 1998
December 2008

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To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.