

St. Vincent de Paul Housing Waitlist Application 12/01/2022 ks

Waitlist Application must be completely filled out to be accepted and reviewed

Keep this page.

Frequently Asked Questions:

- Q. What happens once I turn in my completed waitlist applications?
- Your waitlist application will be reviewed to ensure it is completely filled out, your household meets occupancy standards and the income limits. A letter will be sent to the mailing address or email listed on the waitlist application notifying you of your waitlist application status for approval. **No notification will be sent for denials.**
- Q. How will I know when I get to apply for a unit?
- You will be contacted via the information provided on your waitlist application. (phone numbers, mailing address, and/or email address) when your name comes up on the waitlist.
- Q. How long until my name comes up on the waitlist?
- The wait time varies for each property and bedroom size. The average wait time is 6 to 18 months.
- Q. Do I need to update my information with the waitlist department?
- If any of your information has changed since you first applied, then yes. You need to make sure we have your most updated information so we can get ahold of you when your name comes up on the waitlist.
- Q. How do I update my information?
- Call the waitlist department at 541-743-7164 or email waitlist@svdp.us to update your information.
- Q. What if I have case managers or other agencies I work with? Can you call them for me?
- We will call all the phone numbers listed on your waitlist application. Be sure to list the names and numbers of people you would like us to contact.
- Q. Do I need to check in to stay on the waitlist?
- No, you do not need to check in to stay on the waitlist.
- ***EFFECTIVE NOVEMBER 17TH 2022, APPLICANTS WILL NO LONGER BE ENTERED ON A WAITLIST MULTIPLE TIMES.**

The Minimum Occupancy for bedroom sizes are:

SRO: 1 Person
Studio: 1 Person
1 Bedroom: 1 Person
2 Bedroom: 1 Person
3 Bedroom: 2 People
4 Bedroom: 3 People

The Maximum Occupancy for bedroom sizes are:

SRO: 1 Person
Studio: 2 Person
1 Bedroom: 3 Person
2 Bedroom: 5 Person
3 Bedroom: 7 People
4 Bedroom: 9 People

WAITLIST APPLICATION MUST BE TURNED INTO 2890 CHAD DRIVE EUGENE OR 97408

FAX : 541-687-0351

EMAIL: WAITLIST@SVDP.US

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Please mark the box next to the properties and bedroom sizes you are interested in. If you do not see the property or bedroom size you want, that waitlist is not open at this time.

PROPERTY INFO <small>Rents are subject to change</small>	BEDROOM SIZE	Mark an 'X' by the one(s) you choose	How many waitlist apps are we accepting?	OFFICE USE ONLY
<u>EUGENE</u>				
Bascom Village 2410 -2466 Park View 3060-3090 Matt Dr. Eugene OR 97408	1		28	Approved Denied
Bagley Downs 215- 285 East 19 th Ave. Eugene OR 97401	2		26	Approved Denied
Oakwood Manor 1665 Oak Patch Rd. Eugene OR 97402	1		21	Approved Denied
Skidders Butte 335W 2nd Ave Eugene OR 97402	SRO Only 1 occupant Shared Kitchen		25	Approved Denied

This waitlist application will be distributed and available to pick up or download starting NOVEMBER 23rd 2022. This waitlist application may only be submitted on DECEMBER 1st, 2022 from 8:30am to 9:30 am. Any waitlist applications submitted before 8:30 am. or after 9:30 am. DECEMBER 1st 2022 will be rejected and denied. Waitlist applications will be processed in order of receipt. Receipt of waitlist application does not guarantee entry on the waitlist. Waitlists have a maximum capacity limits; applications received after capacity is reached will be rejected and denied.

Waitlist applications are evaluated for list capacity, completeness, occupancy, student status and income.

*=Tenant pays all utilities (Water, Sewer, Gas (if applicable), Garbage and Electric)

No* = Tenant pays Electric and Gas (if applicable)

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<u>EUGENE</u>				
F.C.C. Mobile Home Park \$750 1065 - 1075 E. 24 th Ave. Eugene OR 97405	2		20	Approved Denied

PROPERTY INFO <small>Rents are subject to change</small>	BEDROOM SIZE	Mark an 'X' by the one(s) you choose	How many waitlist apps are we accepting?	OFFICE USE ONLY
<u>SPRINGFIELD</u>				
Myrtlewood \$609 1072 Main St. Springfield OR 97477	1		23	Approved Denied
Royal Bldg. \$520 509 Main St. Springfield OR 97477	1		20	Approved Denied

PROPERTY INFO <small>Rents are subject to change</small>	BEDROOM SIZE	Mark an 'X' by the one(s) you choose	How many waitlist apps are we accepting?	OFFICE USE ONLY
<u>JUNCTION CITY</u>				
Alona Place \$543 1150 West 1 st Ave. Junction City OR 97448	1		30	Approved Denied

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PROPERTY INFO <small>Rents are subject to change</small>	BEDROOM SIZE	Mark an 'X' by the one(s) you choose	How many waitlist apps are we accepting?	OFFICE USE ONLY
<u>COTTAGE GROVE</u>				
Corey Commons 2000-2075 South 8 th St. Cottage Grove OR 97424	\$590 2		20	Approved Denied

PROPERTY INFO <small>Rents are subject to change</small>	BEDROOM SIZE	Mark an 'X' by the one(s) you choose	How many waitlist apps are we accepting?	OFFICE USE ONLY
<u>VENETA</u>				
Heather Glen 25016-25028 Heather Glen Ct. Veneta OR 97487	\$677 2		24	Approved Denied

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Head of Household: _____				
First				Last
Mailing Address: _____				
Street	City	State	Zip	
Is it ok to leave a detailed message at the below contacts? YES NO				
Phone: _____		Message Phone: _____		
Case Manager: _____		Case Manager Phone: _____		
Alternate Contact: _____		Alternate Contact Phone: _____		
Email Address: _____				

Household Composition Check if you have chosen not to disclose the race and ethnicity of the household members.

RACE CODES:

- White = 1
- Black/African American = 2
- American Indian/Alaska Native = 3
- Asian = 4
- Native Hawaiian/Other Pacific Islander = 5

ETHNICITY CODES:

- Hispanic or Latino = 1
- Not Hispanic or Latino = 2
- Not Disclosed/Missing Information = ND

	Full Legal Name	Relationship to Head of Household	Age	Sex (M or F)	Race (see above)	Ethnicity (see above)	Gross Monthly Income Amount
1)		SELF					\$ Monthly
2)							\$ Monthly
3)							\$ Monthly
4)							\$ Monthly
5)							\$ Monthly
6)							\$ Monthly
7)							\$ Monthly

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Has anyone that is going to be living the unit, ever lived in St. Vincent de Paul Housing before? Yes No

If yes, where (property name and unit) and when (year)? _____

List Head of Household: _____

List all household members that were 17 years or older: _____

Please list any special needs your household may require in our housing (example: bars in the bathroom, ramps, downstairs, no stairs, upstairs, etc.) : _____

I/we certify that the information given to St. Vincent de Paul on the household composition, student status, household income & assets is accurate and complete to the best of my/our knowledge and belief. It is further understood I/we must immediately report any changes in household composition to St. Vincent de Paul. It is understood and agreed that failure to report changes and/or submitting false statements of information is grounds for denial of housing and/or eviction.

BY SIGNING BELOW I/WE CERTIFY THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.

Signature of Applicant

Printed Name of Applicant

Date

Signature of Applicant

Printed Name of Applicant

Date

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988)
Name: Brittany L. Voice: 541-687-5820
Address: 2890 Chad Drive / P.O. Box 24608 Eugene, OR. 97402 TTY: 711
St. Vincent de Paul does not discriminate against any person on the basis of race, color, religion, sex, disability status, familial status, national origin or marital status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

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Received Date/Time: _____ (Initial's)

Annual Income: _____ Annual Income Limit: _____

Date letter was mailed: _____ By: _____ (Initial's)

