

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

Oak Terrace - 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 notifications will be sent out 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, could be longer, could be less time. Vacancies depend upon how soon people move out of units.
- 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 a hold 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.

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 IN 08/05/2024 from 8:30 am.- UNTIL FULL ONLY
08/05/2024 from 8:30 am.- UNTIL FULL ONLY. Only one application per submission will be reviewed.

FAX : 541-687-0351

EMAIL: waitlist@svdp.us

St. Vincent de Paul Housing Waitlist Application 08/052024-UNTIL FULL ONLY ks

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Household Composition

	Full Legal Name	Relationship to Head of Household	Age	Full Time Student (Y or N)	Gross Monthly Income Amount
1)		SELF			\$ Monthly
2)					\$ Monthly
3)					\$ Monthly
4)					\$ Monthly
5)					\$ Monthly
6)					\$ Monthly
7)					\$ Monthly

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.) : _____

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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: R.A. Processor 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, familiar status, national origin or marital status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

OFFICE USE ONLY

Received Date/Time: _____ (Initial's)

Annual Income: _____ Annual Income Limit: _____

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

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