

Frequently Asked Questions: Myrtlewood Apts.

Keep this page.

Q. What happens once I turn in my completed waitlist applications?

- Your waitlist application will be reviewed to ensure it is completely filled out, and your household meets occupancy standards and 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.

PLEASE NOTE: No notifications are sent for denied applications.

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 could be 6 to 18 months, could be longer, could be less time. Vacancies will all depend on how soon people move out of the units.

Q. Do I need to update my information with the waitlist department?

- If you were notified of being approved and 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 contact you when your name comes up on the waitlist.

Q. How do I update my information?

- Please call the waitlist department at (541) 743-7164 or email waitlist@svdp.us to update your contact information.

Income Criteria: Monthly household income should be at least 1.5 times the monthly stated rent and cannot exceed the income limit at 50% MFI adjusted for household size

Actual Income Limits 2025								
% MFI	1 Pers	2 Pers	3 Pers	4 Pers	5 Pers	6 Pers	7 Pers	8 Pers
20%	\$12,840	\$14,680	\$16,520	\$18,340	\$19,820	\$21,280	\$22,760	\$24,220
30%	\$19,260	\$22,020	\$24,780	\$27,510	\$29,730	\$31,920	\$34,140	\$36,330
35%	\$22,470	\$25,690	\$28,910	\$32,095	\$34,685	\$37,240	\$39,830	\$42,385
40%	\$25,680	\$29,360	\$33,040	\$36,680	\$39,640	\$42,560	\$45,520	\$48,440
45%	\$28,890	\$33,030	\$37,170	\$41,265	\$44,595	\$47,880	\$51,210	\$54,495
50%	\$32,100	\$36,700	\$41,300	\$45,850	\$49,550	\$53,200	\$56,900	\$60,550
55%	\$35,310	\$40,370	\$45,430	\$50,435	\$54,505	\$58,520	\$62,590	\$66,605
60%	\$38,520	\$44,040	\$49,560	\$55,020	\$59,460	\$63,840	\$68,280	\$72,660
70%	\$44,940	\$51,380	\$57,820	\$64,190	\$69,370	\$74,480	\$79,660	\$84,770
80%	\$51,360	\$58,720	\$66,080	\$73,360	\$79,280	\$85,120	\$91,040	\$96,880

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 07/09/2025 from 8:30 am. – 9:00 am. ONLY

07/09/2025 from 8:30. am.- 9:00 am. only. Only one application per submission will be reviewed.

EMAIL: waitlist@svdp.us

FAX: 541-687-0351

St. Vincent de Paul Housing Waitlist Application 07/09/2025 ONLY ks

Waitlist Application must be completely filled out & include all pages to be accepted and reviewed

Myrtlewood Apts. - Waitlist Application

1072 Main St., Springfield, Oregon 97477

We will be accepting 30 applications

Only one application per submission will be reviewed

Current Rents Subject to change prior to execution of Rental Agreement

☐ 1 Bedroom \$739.00

☐ Approved

☐ Denied

OFFICE USE ONLY

This waitlist application must only be submitted on JULY 9TH 2025 from 8:30 am. to 9:00 am. ONLY.
Any waitlist applications submitted before 8:30 am. or after 9:00 am. JULY 9TH 2025 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 maximum capacity limits; applications received after capacity is reached will be rejected, denied and not taken into consideration.
Waitlist applications are evaluated for list capacity, completeness, occupancy, student status and income.

VALID 07/09/2025 - ONLY

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: _____

Application Page: 1 of 3

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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 applied to St. Vincent de Paul property in the last 12 months? ☐ Yes ☐ No

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)? _____

Does anyone have a Housing Choice Voucher, Sec.8, or ongoing rent assistance? ☐ Yes ☐ No

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

Application Page: 2 of 3

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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, familial 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: _____ (Initials)

Annual Income: _____ Annual Income Limit: _____

Date letter was mailed: _____ By: _____ (Initials)

Application Page: 3 of 3

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