

PRE-APPLICATION FOR HOUSING – LOVEJOY STATION OUTSIDE WAITLIST

Received by _____	BR Size(s) _____	For Office Use Only: Date /Time received:
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1. List each household member who would be living in the unit, including yourself:

NAME (FIRST, LAST)	HOUSEHOLD MEMBER'S RELATION TO YOU
	SELF

2. Unit size(s) requested: Studio 1BR 2BR

3. Income/rent level(s) preferred: 40% 50% 60% 80%

3. Your Contact Information:

Street _____ Apt. # _____

City/State/Zip Code: _____

Phone: _____

Email: _____

4. Please check here if you require an ADA accessible unit

By my signature below I acknowledge receipt of the Waitlist Policy, and confirm that all information provided above is true and complete to the best of my knowledge.

Signature _____ Date _____

Note: This Pre-Application is only to establish your place on the waiting list. Once your name comes up on the list, it will be necessary to process a full application and verify all the information required to determine your eligibility for tenancy.

REV 04/01/2020

Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, and disability in the admission or access to, or treatment or employment in, its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. 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).



IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Avenue, Suite 220 Portland, OR 97201
Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900

Non-subsidized Affordable Housing Waitlist Policy

1. Preliminary Applications are to be completed by the head of household and submitted to the Management Agent who will date and time stamp them in the order received. Applicants are placed on the waitlist in chronological order and upon request, provided a copy of their stamped pre-application to confirm placement and estimated wait time.
2. When units with accessible features become available, persons with disabilities requiring the accessible features will be given priority over others on the list. Emergency transfers from properties within the portfolio approved to accommodate extenuating circumstances, and current Residents approved for in-house transfers will also take precedence over others on the list.
3. As vacancies occur, the manager will call down the list based on bedroom size and chronological placement. The waitlist will be documented with the time, date, and result of the call.
4. The first applicant to respond to management and submit a fully completed application will be the first applicant considered for the unit. Applicants who are not first to respond, but do confirm their continued interest will retain their original chronological place on the list. Applicants who do not respond within three business days will be removed from the list. Applicants who decline current unit but wish to stay on list may do so twice, third time will be removed.
5. Upon approval, the Applicant will be notified and a move-in date scheduled. Denied Applicants will be notified regarding the reason for the denial.
6. Manager will update the waitlist as changes occur, and e-mail their current list to IPM compliance by no later than the fifth of each month. All activity on the list must be clearly documented so that auditors can readily see the timeline through which each application progressed.
7. Current residents who come to top of the requested transfer list will be re-qualified as for a new move-in and will need to meet current income guidelines, screening criteria, and occupancy standards. While all residents have a right to submit a pre-application and be considered for transfer, residents must be in good standing (e.g. no lease violation notices in last six months, no balances owing, and no damages and/or housekeeping issues) to be considered eligible for transfer.
8. HOME units may be floated in the following circumstances: a) Household income exceeds current HOME limit at most recent certification; b) To alleviate administrative burden on resident in cases where the HOME rent limit is equal to or higher than other program limits applicable to the unit; c) To resolve issues of non-compliance related to HOME program layer.
9. When it is necessary to float a HOME unit, the HOME designation will be given to the next vacating comparable unit. When no unit is vacating, the HOME designation may be floated to a qualifying, current resident with the lowest annual income for whom it would result in lower tenant rent portion.
10. Management Agent may also purge each waitlist with a mailed notice, every six months or annually. The notice will give the applicants fourteen days written notice to confirm their continued interest in the property or be removed from the list. Opening of new waitlists and/or outreach to expand existing list, will be announced by the Management Agent through the publications and contacts listed in the property's Affirmative Fair Housing Marketing Plan, which is kept on file in the rental office.

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