

# MCCULLOCH

## FOUNDATION

### AFFORDABLE HOUSING APPLICATION

FOR MORE INFORMATION, VISIT [MCCULLOCHFOUNDATION.ORG](http://MCCULLOCHFOUNDATION.ORG)

#### REQUIREMENTS

Applicants will be screened for credit, rental, property & utility debt, and criminal history.

#### APPLICATION

One fully completed application per applicant who is eligible to sign a contract. Incomplete applications will be returned unprocessed. A \$40 screening fee in the form of a check, cashier's check, or money order must be paid by each applicant.

#### INCOME REQUIREMENT

Household income of all applicants must be at least 1½ times the amount of the monthly rent, and cannot exceed 60% of the area median income (AMI). Current schedule is attached.

**OCCUPANCY POLICY** Two persons per bedroom plus one person. ADU units can accommodate a small family.

**ID** All household members must provide valid picture ID and Social Security Card or TIN # prior to move in. Any Social Security Number discrepancy will result in denial.

**INCOME** of the household cannot exceed the published 60% HUD Area Median income limits. Applicants self-certify their income but management reserves the right to request third party verification. Minimum Income is 1½ times the rent amount (not required for applicants with agencies providing rent subsidies). TANF and SNAP count toward income.

**RENTAL HISTORY** will be subject to the following:

1. Positive third party rental history if applicant has prior rental history.
2. If no rental history, applicant will be required to provide two non-family character references from a mentor, educator, employer, or other professional / agency.
3. Three years of eviction-free rental history if rental history exists.
4. Rental history demonstrating documented noise or other disturbance complaints will result in a denial.
5. Three or more 72-hour notices within last year will result in denial.
6. Any negative rental history from any property manager owned or managed by PHCNW will result in a denial which is not appeal-able.

**CREDIT REQUIREMENTS**

1. Past due rent or damages exceeding \$500 will result in denial unless the debt is settled and the landlord would re-rent.
2. Any unpaid utility bills will result in a denial.

**CRIMINAL CONVICTION CRITERIA** A search of public records will be conducted to determine if the applicant has charges pending for, been convicted of, or pled guilty or no contest to any: drug-related crime; person crime; sex offense; crime involved financial fraud,

including identity theft and forgery; or any other crime if the conduct for which the applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord, of the landlord’s agent.

A single conviction, guilty plea, no contest plea, or pending charge for any of the following shall be grounds for denial. If there are multiple convictions, guilty pleas, or no contest pleas on the applicant’s record, Owner/Agent may increase the number of years by adding together the years in each applicable category. Owner/Agent will not consider expunged records.

- a) Murder, manslaughter, Class A felonies involving arson, rape, kidnapping, child sex crimes, where the date of disposition, release, or parole has occurred in the last 20 years.
- b) Criminally negligent homicide, aggravated vehicular manslaughter, and Class A felonies not included above for drug-related crimes, person crimes, sex offenses, financial fraud crimes, burglary, where the date of disposition, release, or parole has occurred in the last 10 years.
- c) Class B felony for drug-related crimes, person crimes, sex offenses, financial fraud crimes, aggravated theft, where the date of disposition, release, or parole has occurred in the last 7 years.
- d) Class C felony for drug-related crimes, person crimes, sex offenses, financial fraud crimes, burglary, theft, criminal mischief, coercion, animal abuse, where the date of disposition, release, or parole has occurred in the last 5 years.
- e) Class A misdemeanor for drug-related crimes, person crimes, sex offenses, financial fraud crimes, criminal impersonation, violation of a restraining order, criminal mischief, stalking, disorderly conduct, unlawful possession of a firearm, possession of burglary tools, where the date of disposition, release, or parole has occurred in the last 3 years.
- f) Class B misdemeanors for drug-related crimes, person crimes, sex offenses, financial fraud crimes, disorderly conduct, where the date of disposition, release, or parole has occurred within the last 18 months.

Application will also be denied for any applicant subject to a State lifetime sex offender registration program.

**RETURN COMPLETED & SIGNED APPLICATION TO MCCULLOCH FOUNDATION MAIN OFFICE.**

Incomplete applications will be returned unprocessed. One application per person eligible to sign a contract.  
 1729 NE Siskiyou St, Portland, OR 97212 503 709 0035 housing@mccullochfoundation.org

**NUMBER OF ROOMS** \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4

**APPLICANT INFORMATION**

LAST NAME	FIRST NAME	MIDDLE
DOB (DD/MM/YYYY)	SOCIAL SECURITY # / TIN #	PHONE #
GENDER ___ MALE ___ FEMALE ___ NON-BINARY/THIRD GENDER ___ PREFER NOT TO SAY ___ PREFER TO SELF-DESCRIBE: _____		
EMAIL ADDRESS		

**CURRENT RESIDENCE** IF NO CURRENT RESIDENCE, PROVIDE MAILING ADDRESS BELOW.

STREET ADDRESS	APT #	CITY	STATE	ZIP
HAVE YOU GIVEN LEGAL NOTICE TO VACATE? ___ YES ___ NO			___ RENT ___ OWN	MONTHLY HOUSING PAYMENT
LANDLORD / MTG COMPANY	CITY	STATE	ZIP	LANDLORD DAY # LANDLORD EVENING #

**PREVIOUS RESIDENCE** IF AT CURRENT RESIDENCE MORE THAN 10 YEARS, CHECK HERE \_\_\_\_\_

STREET ADDRESS	APT #	CITY	STATE	ZIP
DID YOU GIVE LEGAL NOTICE TO VACATE? ___ YES ___ NO			___ RENT ___ OWN	MONTHLY HOUSING PAYMENT
LANDLORD / MTG COMPANY	CITY	STATE	ZIP	LANDLORD DAY # LANDLORD EVENING #

**EMPLOYMENT / INCOME**

CURRENT EMPLOYER	PHONE #	POSITION	SUPERVISOR'S NAME
PREVIOUS EMPLOYER	PHONE #	POSITION	SUPERVISOR'S NAME
ADDITIONAL MONTHLY INCOME \$ _____ / MONTH	SOURCE	PHONE #	
SNAP AND/OR TANF MONTHLY AMOUNT \$ _____ / MONTH	BANK	CHECKING ACCOUNT ___ YES ___ NO	SAVINGS ACCOUNT ___ YES ___ NO

**EMERGENCY CONTACT**

NAME	ADDRESS	PHONE #
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**VEHICLE INFORMATION**

MAKE	MODEL	YEAR	COLOR	LICENSE PLATE #	STATE
MAKE	MODEL	YEAR	COLOR	LICENSE PLATE #	STATE

**OTHER OCCUPANTS RESIDING IN THE UNIT**

<b>NAME</b>	<b>DOB</b>	<b>SS #</b>
<b>NAME</b>	<b>DOB</b>	<b>SS #</b>
<b>NAME</b>	<b>DOB</b>	<b>SS #</b>
<b>NAME</b>	<b>DOB</b>	<b>SS #</b>

Are you planning on moving in the following items?       **WATERBED**       **AQUARIUM**

Do you have renter's insurance?       **YES**       **NO**

**CARRIER** \_\_\_\_\_ **POLICY #** \_\_\_\_\_

Have you ever been evicted?       **YES**       **NO**

**DATE** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

Have you or any person who will occupy the unit ever been convicted, pled guilty, no-contest, or have current pending charges to any felony or misdemeanor?       **YES**       **NO**

**OFFENSE DATE** \_\_\_\_\_ **DESCRIBE OFFENSE** \_\_\_\_\_

Are you or any person who will occupy the unit a registered sex offender?       **YES**       **NO**

**REGISTRATION DATE** \_\_\_\_\_ **REGISTRATION LOCATION** \_\_\_\_\_

**GOOD FAITH STATEMENT**

I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving false or incomplete information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy. Owner/Agent shall collect a screening charge per applicant who is legally able to sign a contract. Applicant screening entails the checking of the applicant's credit history, rental history, employment history, criminal history, public records and other criteria for residency. The applicant has the right to dispute the accuracy of any information provided to the owner/agent by the screening service or credit reporting agency. If the applicant is approved, the applicant will be contacted by McCulloch Foundation for further information in order to execute a rental agreement. Owner/Agent shall have no liability to applicant before such time as a rental agreement is signed by both parties. Applicant acknowledges receipt of a copy of the Criteria for Residency. The applicant certifies that all information contained in this application is true and complete.

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# AFFORDABLE HOUSING INCOME LIMIT ELEGIBILITY STATEMENT

FEBRUARY 2018

I understand and acknowledge that the property for which I am applying is an affordable housing complex.

As head of the household, I hereby attest that my income and the income of all other members of my household combined does not exceed the income amounts listed below.

MY ANNUAL INCOME IS \$ \_\_\_\_\_ (Please circle household size below).

HOUSEHOLD SIZE	HOUSEHOLD INCOME NOT TO EXCEED*
1 person	\$31,830
2 persons	\$35,880
3 persons	\$40,380
4 persons	\$44,820
5 persons	\$48,420
6 persons	\$52,020
7 persons	\$55,620
8 persons	\$59,220

\*This schedule is based on 60% of the Portland Metro Area Median Income adjusted for household size as determined by the US Department of Housing and Urban Development, effective 4/2017.

I, the undersigned, certify that my total gross income is equal to or less than the amount I have indicated above.

I understand that any false statement I provide herein is grounds for termination of any lease or tenancy agreement made pursuant to this application; I understand I may be subject to further legal claims for any false statement I provide.

APPLICATION SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*McCulloch Foundation does not discriminate against any person on the basis of race, color, religion, sex, handicap, familial status, national origin, or marital status in the admission or access to, or treatment or employment in any of its programs or activities.*

# SCREENING CHARGES, DEPOSITS, AND FEES DISCLOSURE

FEBRUARY 2018

\*The Landlord may charge tenant the cost of carpet cleaning from the security deposit even if the tenant cleans the carpet upon vacating the unit.

\*\*A screening fee of \$40 per applicant legally eligible to sign a contract will be required to process each application.

**MOVE-IN SECURITY DEPOSIT** \$300 (Apartment) / \$650 (ADU)

**LATE FEE** \$30

**KEY REPLACEMENT** Time and Materials

**SMOKE / CARBON MONOXIDE DETECTOR TAMPER / REMOVAL FEE** \$250 per detector, per incident

**LABOR FOR TENANT-CAUSED DAMAGES** \$41 per man hour

**NON-COMPLIANCE FEE** \$250 per incident

By signing below, Prospective Tenant acknowledges that the figures listed above are all possible charges, deposits, and fees applicable during tenancy. The Prospective Tenant further acknowledges that no payments have been made to Management prior to signing this form and that this form was signed prior to entering into any rental or lease agreement.

**APPLICATION SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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