

Charlotte B. Rutherford Place Building Criteria

Charlotte B. Rutherford Place (“Property”) is a 51 unit Low Income Housing Tax Credit (LIHTC) project managed by Central City Concern (“CCC”). The Property consists of 36 one-bedroom and 15 two-bedroom units.

Summary

This Property will take preference to preselected applicants who are referred by the Portland Housing Bureau’s N/NE Preference Policy. The Portland Housing Bureau will prioritize applicants according to the preference policy. The general public is encouraged to apply through the Bureau and this policy is available on their website and to anyone who requests it. If there are no applicants referred from the Bureau’s waitlist, a notice will go out to inform the general public that a waitlist will be opened and maintained by CCC.

Once the applicant household reaches the top of the waitlist, they will be contacted by CCC Housing to complete an application to the Property. Applicants must meet all required criteria by the time they apply to the Property. The criteria to live at this Property are:

1. Waiting List: This property will operate on a waitlist. Anyone can place their name on the waitlist during the application period by completing a PHB preference application.
 - a. Waitlists are organized by unit type. Any person may place his/her/their name on the appropriate waiting list(s) by completing a PHB preference application. Incomplete or ineligible pre-applications will be rejected.
 - b. Preference: Preference points will be allotted based on criteria as outlined in PHB’s N/NE Preference Policy.
 - c. Once the application period closes, PHB will sort applicants on a waitlist for the advertised housing program openings. Top priority will be given to households who owned property in N/NE Portland that was taken by City government, and to their descendants. All other applicants can receive up to six *preference points* based on their current or historic residence (as well as that of a parent/guardian or grandparent) within identified areas of concentrated urban renewal in N/NE Portland.
2. Application: Once applicant household is at the top of the waiting list, they will be contacted by CCC Housing staff. Applicant(s) must complete the CCC Housing application within 3 business days of being contacted. A completed application is required for all adult applicants (18 and over). The screening fee must be paid to process the application at this time.
3. Occupancy Standards: Maximum occupancy is based on the number of bedrooms in the apartment, with two persons per bedroom plus one in a unit. For example: up to three (3) people maximum are allowed to reside in a one-bedroom. Up to five (5) people maximum are allowed to reside in a two-bedroom. Minimum occupancy is one person per bedroom. (Note: Some exceptions may apply.)
4. Identification:

- a. For eligibility screening purposes, individuals will be asked for their Social Security Number (SSN) or equivalent identification (i.e. a Work Visa, Alien Registration Receipt Card, Temporary Resident Card, IRS Individual Taxpayer Identification Number (ITIN), or Employment Authorization Card.)
 - b. Applicants must provide valid government-issued photo identification at the time of application.
5. Background Screening: all applicants over 18 years of age must pay a \$45 screening fee (amount subject to change) to CCC at time of application to the Property. CCC uses a third party company for criminal background screening and prior rental history.
- a. Individuals convicted of arson or manufacture will be denied residency at the Property.
 - b. Any individual who is subject to a state sex offender lifetime registration requirement (as verified by third-party background screening, Pacific Screening website, or the National Sex Offender Public Website at time of application) will be denied residency at the Property.
6. Additional Reasons for Denial:
- a. Previous negative rental or program participation in Central City Concern housing or any other property management company, such as evictions or unpaid balances to a landlord.
 - b. If the information you have provided has been found to be false, misleading, or willfully incomplete we can refuse your submitted application.
 - c. If any applicant has a charge that has not been dismissed at the time application is submitted or conviction for any crime, if the conduct for which the applicant was convicted or charged is of a nature that would adversely affect the property of the landlord or a tenant or that would adversely affect the health, safety or right to peaceful enjoyment of the premises of residents, the landlord or the landlord's agent.
7. Income Eligibility: units are reserved for households eligible at 30-60% of the area Metropolitan Family Income ("MFI") for Multnomah County as established by HUD.
- a. Monthly gross household income must be a minimum of 1.5 times the monthly rent OR verifiably subsidy must be sufficient enough to pay rent each month. Subsidy (i.e. Housing Choice vouchers or other guaranteed funding) can be substituted in place of income. Applicants who cannot provide sufficient evidence of ability to pay rent for the full lease term will be denied.
 - b. All income and assets must be verified by CCC Housing staff to determine income eligibility for the Property. All verification forms, including income, employment, and asset verifications must be completed by third parties before your application can be approved.
 - c. Please see the attached sheet for the current year's income limits. Income set-asides per unit type are as follows:

Income Set-Aside	One Bedroom	Two Bedroom
30%	2 units	1 unit
50%	21 units	7 units
60%	13 units	7 units

8. Student Status: no household at the Property may be composed entirely of full time students. Some exceptions apply. Please inquire with CCC Housing.
9. Sole Residence: the applicant's assigned unit in the Property must be the only residence upon move-in.
10. Security Deposit and Rental Agreement: If applicant is approved, applicant must pay the security deposit of \$500, execute a rental agreement with CCC Housing management, and may then assume occupancy.

Applicants not meeting any one of the above criteria will be denied housing at the Property.

Fair Housing and Equal Opportunity Housing Statements

- a. **Fair Housing**: CCC does not discriminate on the basis of race, color, national origin, religion, sex, family status, or disability, and recognizes the following protected classes under local statute: marital status, source of income (State of Oregon), age, sexual orientation (Multnomah County), or gender identity (City of Portland).
- b. **Reasonable Accommodation**: CCC will consider all reasonable accommodation requests to accommodate a disabled applicant. Please refer to the Reasonable Accommodation/Modification Request documents for further information.

Rejection Policy:

You have the right to dispute the accuracy of the information provided to the landlord by a screening service. If your application is denied due to information received during the screening process you may contact the screening company in writing to obtain a copy of your screening results.

If your application has been denied and you feel that you qualify as a resident under the criteria outlined above, you may request an individualized assessment review. To request a hearing, you must contact CCC Housing in person or at the number listed below within 2 working days of notification of the denial.

Before upholding a denial based on criminal history, CCC Housing will consider relevant evidence of mitigating factors, including: the severity of the offense; time since conviction; evidence of continuing danger; supporting documentation from parole or probation; current criminal involvement; evidence of ongoing rehabilitation efforts (i.e. therapy or drug or alcohol recovery programs); and satisfactory completion of Rent Well or similar tenant training program.

CCC Housing may request additional information as part of the review. CCC Housing will notify applicant of the results of the review within a reasonable time after receipt of all information.

Any person needing assistance completing the application process should contact CCC Housing at:

**523 NW Everett Street
Portland, OR 97209
(503) 525-8483**

Hours: Monday through Friday 8:00am- 5:00pm
Closed holidays and weekends