

Chez Ami Apartments
Building Criteria Sheet for Fair Market Housing

Chez Ami Apartments ("Property") is a 40 unit Section 42 Low Income Housing Tax Credit housing project managed by Central City Concern ("CCC"). The fair market units consist of 20 Studio units.

Summary:

The Property is specifically made available as "Permanent Supportive Housing" (PSH) as defined by Clackamas County Coordinated Housing Access ("CHA"). PSH is defined as permanent, affordable housing with comprehensive supportive services for people who are chronically homeless and with disabilities or other substantial barriers to housing stability. The property operates off a waiting list. Please refer to CHA guidelines for waitlist process.

The criteria to live at the Property are:

Occupancy Standard:

1. Maximum occupancy is two persons per studio unit. (Note: children under 2 years old do not count toward occupancy. Some additional exceptions may apply.)
2. The Alcohol and Drug Free Community ("ADFC") requirements:
 - a. Applicants must have 60 days of verifiable sobriety at move-in; and
 - b. Be able to verify their on-going participation in a recognized program of recovery from chemical dependency or alcoholism.
 - i. As used in this section, program of recovery means a verifiable program of counseling and rehabilitation treatment services, including a written plan. Such programs include but are not limited to 12-step recovery programs, faith-based recovery programs, and methadone or suboxone treatment programs accompanied by appropriate case-management or counseling.

2. 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 move-in.
3. Sole Residence: the Property must be the individual's only residence upon move-in.
4. Income: the fair market studios are reserved for households at or below 40% of the area Metropolitan Family Income ("MFI") for Clackamas County as established by HUD.
5. Income Eligibility: units are reserved for households eligible at 40% of the area Metropolitan Family Income ("MFI") for Clackamas County as established by HUD.
 - a. Monthly gross household income must be a minimum of \$500 per month 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.
6. Student Status: no household at the Property may be composed entirely of full time students. Some exceptions apply. Please inquire with CCC Housing.
7. Background Screening (tbd): all applicants over 18 years of age must pay a screening fee at time of application to the property. Management uses a third party company for criminal background screening:
 - a. Sex offenders: 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.

- b. Arson and manufacture of methamphetamines: All persons convicted of arson or of manufacture of methamphetamines will be denied residency at the property.

8. 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.

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

Fair Housing and Equal Opportunity Housing Statements

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, age, sexual orientation, or gender identity.

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