

**Town Center Courtyards
11475 SE 85th Avenue
Happy Valley, OR 97086
Building Criteria**

Town Center Courtyards is a 60 unit Low Income Housing Tax Credit (LIHTC) project managed by Central City Concern ("CCC"). The project ("Property") consists of 20 one-bedroom units, 32 two-bedroom units and 8 three-bedroom units. 21 of these units receive subsidy under the Project-Based Section 8 Voucher Program (PBV). There is separate criteria for the Section 8 PBV units. Please refer to the Section 8 Tenant Selection Plan for the additional criteria, which can be obtained from the CCC Housing office.

Applicants must meet all criteria by the time they move into the property. Individuals completing the Pre-Application form need not meet the building criteria at pre-application but must read and understand this document, and acknowledge that they have done so. The criteria to live at this property are:

1. Occupancy: occupancy is based on the number of bedrooms in the apartment. Two persons are allowed per bedroom, plus one additional occupant. Minimum occupancy is one person per bedroom.
2. Alcohol and Drug Free Community (ADFC) requirements:
 - a. Have a minimum of 60 days verifiable sobriety at time of application to the property
 - b. Have ongoing and verifiable participation in a recognized "program of recovery." This includes counseling and rehabilitation treatment services, including a written plan, to assist recovering alcoholics or drug addicts to recover from their addiction to alcohol or illegal drugs while living in drug and alcohol free housing. Such programs include, but are not limited to, Alcoholics Anonymous, Narcotics Anonymous, faith-based programs, Smart Recovery and other similar programs.
 - c. Medicated Assisted Treatment is allowed **with** a program of recovery as described above
3. 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.
4. Sole Residence: the Property must be the household's only residence
5. Income Eligibility: Applicants must meet income eligibility standards designated by LIHTC requirements. Of the 60 apartment homes available, 25 are available to applicants with incomes at or below 50% of the Area Median Income (AMI), 14 are available to applicants with incomes at or below 60% of the AMI, and 21 PBV units are available to applicants with incomes at or below 30% of the AMI.
(See attached income and rent chart for 2016.)
 - a. Verifiable income and/or subsidy must be sufficient enough to pay rent each month.
 - b. All income and assets must be verified to determine income eligibility for the project. All verification forms including income, employment and asset verifications must be completed by qualified 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. Criminal Background Screening: Management uses a third party company for criminal background screening. A screening fee of \$8 will be charged at time of application to the property.
 - a. Individuals convicted of arson or manufacture will be denied residency at the property.
 - b. Sex offenders will be denied residency at this property.
8. Illegal drug use: all persons must provide a urine sample for analysis at time of application. Those with samples testing positive for illegal drug use or alcohol consumption will be denied residency. Illegal drug use includes use of marijuana, including for medically prescribed purposes. Therefore, anyone who tests positive for medical marijuana and presents their Oregon medical marijuana card will be denied for illegal drug use.
9. Waiting List: Waiting lists are organized by unit type. Any person may place his/her name on the appropriate waiting list(s) by completing a pre-application. Incomplete

or ineligible pre-applications will be rejected. Applicants are placed on the waiting list in the order the pre-application is received: first by date and time and then by preference. Preference points will be given to applications based on the following criteria:

- a. Preference Scale:
 - i. Referral from partner agency: 2 points
 - ii. Homeless*: 1 point
 - iii. Disabled*: 1 point
 - iv. DHS (Department of Human Services) involvement*: 1 point
 - v. Survivor/Victim of Domestic Violence: 1 point
- b. *Definitions:
 - i. Homeless: *Homelessness is defined as: individuals and families who lack a fixed, regular and adequate nighttime residence or who will imminently lose their primary nighttime residence or; families with children and youth who are defined as homeless under other federal statutes or; families and individuals who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous conditions that relate to violence against the individual or family member.*
 - ii. Disabled: *Disabled is defined as: a person who has a disability as defined in Section 223 of the Social Security Act. (42 U.S.C.423) or; a person having a physical, mental, or emotional impairment that: (a) is expected to be of long-continued and indefinite duration; (b) substantially impedes the person's ability to live independently, and (c) is of such a nature that ability to live independently could be improved by more suitable housing conditions or; a person who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act(42 U.S.C. 6001(7))*
 - iii. *DHS involvement includes families receiving TANF or households working on child/family reunification. Receipt of food assistance (Oregon Trail, food stamps) does not count toward this preference.*
- c. Minimum information required: Applicants must provide the following information for a pre-application to be considered complete and in order to be placed on a waiting list.
 - i. complete identifying information (Last, First, MI, DOB, SSN) of individuals expected to reside in the unit
 - ii. valid government-issue ID

- iii. complete mailing address information and contact phone number
- iv. applicant must sign and date the pre-application to acknowledge the Property eligibility requirements

10. Application: Once the applicant is at the top of the waiting list, applicant must complete a rental application. Applicants will be notified by CCC Housing staff when they reach the top of the waiting list. A completed application is required for all adult applicants (18 and over). The criminal screening fee must be paid to process the application at this time. The application will include a urinary analysis.

11. Security Deposit and Rental Agreement: If applicant is approved, applicant must pay the security deposit of \$125, execute a rental agreement with Management, and may then assume occupancy.

12. Additional Reasons for Denial:

- a. Previous negative rental or program participation in Central City Concern housing.
- 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 conviction, guilty or non-contest plea or any pending charge for any crime that is of a nature that would adversely affect the property of the landlord or a resident; 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 appeal the decision in writing to CCC Housing Administration. Within the letter explain the reason you believe your application should be approved and request a review of your file. Within 7 working days of receipts, your application will be reviewed and you will be notified in writing of the outcome of the review.

Any person needing assistance completing the application process should contact the site staff at:

Central City Concern Housing
523 NW Everett St.
Portland, OR 97209
Phone: 503-525-8483

Hours Open to General Public: Monday through Friday 8:00am- 5:00pm

Note: Contact and Address Info will be updated once project construction is complete

Town Center Courtyards grants waitlist preferences to persons who are referred by certain partner agencies or self-sufficiency programs. The following is a list of recognized providers:

CODA-Clackamas County
Clackamas County Behavioral Health-CCBH
 *Lifeworks NW Clackamas County
 *Cascadia Behavioral Healthcare Clackamas
 County
Department of Community Corrections-Clackamas
County Bridges to Change-Clackamas
Clackamas Women's Services
CCC Family Housing
NW Housing Alternatives
The Inn- Swan House and Madrona
Los Ninos Cuentan