

# CHAUCER COURT APPLICATION FORMS

## FORMS TO COMPLETE & READ

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- MANOR MANAGEMENT SERVICES COMMUNITY LIST
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- QUALIFICATION- PREFERENCE CERTIFICATION
- HEAD OF HOUSEHOLD
- INCOME & ASSETS
- RACE AND ETHNIC DATA REPORTING FORM  
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- SUMMARY SHEET
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- NOTIFICATION OF NONDISCRIMINATION ON BASIS OF HANDICAP STATUS
- POLICY ON REASONABLE ACCOMMODATION

**WHEN THE ABOVE FORMS ARE COMPLETED MAIL TO:**

### **CHAUCER COURT**

1019 SW 10TH AVENUE  
PORTLAND, OREGON 97205-2406

**INCLUDE A PHOTOCOPY OF: PICTURE I.D. & SOCIAL SECURITY CARD**

*ALL REQUIRED PAPERWORK MUST BE RECEIVED BEFORE YOUR APPLICATION CAN BE REVIEWED.*

**Please Call If You Have Any Questions 503-224-3559**

# MMS

MANOR MANAGEMENT SERVICES, INC.

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Dear Prospective Resident:

Thank you for your inquiry regarding residency at one or more of Manor Management Services communities. Included are printed materials which contain pertinent information regarding the different communities as well as the application for residency and other necessary paperwork to be completed to apply to the community of your choice.

You must complete **all** pages of the Application packet. After receipt of **ALL** completed forms, your application will be reviewed. If your application is received and not fully complete it will be returned. If your application is not accepted, you will be notified and given 14 days to appeal that denial. Otherwise, you will be notified and placed on the waiting list/s you marked on your application.

All Manor Management communities are **Smoke Free**.

All Manor Management communities offer rental assistance to those who qualify for specific programs regulated by the United States Department of Housing and Urban Development. The amount of rent you would pay is calculated at 30% of your adjusted monthly gross income.

Please be aware that waiting time for an apartment is given only as an approximate period. Due to the length of our waiting lists, there is no method to determine an exact waiting time. We ask that you periodically contact each community office where you applied to check your status on the wait list. If any information on your application changes, such as address and /or telephone number, we ask that you notify the community office immediately to keep your application information current.

Attached is a list of Manor Management Services communities and their specific requirements. Please review the details and apply to the community or communities that align with your qualification and choice.

Please submit a copy of your **Social Security Card** and **Picture Identification**.

The Tenant Selection Plan is available upon request or available on our website [www.theunionmanors.org](http://www.theunionmanors.org).



# MANOR MANAGEMEMNT SERVICES, INC.

## COMMUNITY LIST

If you have any questions about a Manor Management Services, Inc. community, please directly contact that specific community. Phone numbers are provided below.

### **Alberta Simmons Plaza**

6611 NE MLK Jr Blvd

Portland, OR 97211

Phone: 503-240-4198

202 PRAC

Eligibility Requirements

The Head of Household, Co-Head or Spouse must be sixty-two (62) years of age or older and an applicant must meet the very low-income guidelines as set forth by HUD listed below:

Very low income / 1 person household \$44,950 – 2 person household \$51,350

### **Chaucer Court Apartments**

1019 SW 10<sup>th</sup> Ave.

Portland, OR 97205

Phone: 503-224-3559

Section 8, LIHTC (tax credit) program

Eligibility Requirements

The head of the household, co-head or spouse must be sixty-two (62) years of age or older. Additionally, 10% of units are retained for disabled/handicapped. As to units that are "accessible" to the mobility-impaired and have been equipped with features designed to assist mobility -impaired persons, residents or spouses of residents may be mobility-impaired persons who meet the definition of "handicapped". An applicant must meet income guidelines as set forth by HUD, where applicable. For current income limits contact the office.

### **Columbia Hills Retirement Center**

36050 Pittsburg Rd

St. Helens, OR 97051

Phone: 503-397-6131

Section 8

Eligibility Requirements: The head of household, co-head, or spouse must be sixty-two (62) years of age or older. Applicant(s) may be under the age of sixty-two (62) if they need a mobility accessible apartment. All applicant(s) must meet income guidelines for VL or EL income set forth by HUD. For current income limits contact the office.

### **Jason Lee Manor**

1551 Center St. NE

Salem OR, 97301

Phone: 503-339-7876

Sec.8/ 202: 45 units HOME Fund: 30 units

ELI, VLI, LI

Marion County- sec.8 202: ELI (1 person \$21,400, 2 person \$24,450), VLI(1 person \$35,650, 2 person \$40,750), LI(1 person\$57,050, 2 person \$65,200

HOME low 50% (1 person\$32,000, 2 person \$36,550), high 60% (1 person\$38,400, 2 person \$43,860)

### **Kirkland Annex**

7810 SE Foster Rd

Portland, OR 97206

PH: 503-774-8885

Prop Type: 202/8

Eligibility Requirements: The head of household, co-head, or spouse must be sixty-two (62) years of age or older. Applicant(s) may be under the age of sixty-two (62) if they need a mobility accessible apartment. All applicant(s) must meet income guidelines for VL or EL income set forth by HUD. For current income limits contact the office.

### **Kirkland Union Manor**

3530 SE 84<sup>th</sup> Ave

Portland, OR 97266

PH: 503-777-8101

202/8

Eligibility Requirements: The head of household, co-head, or spouse must be sixty-two (62) years of age or older. Applicant(s) may be under the age of sixty-two (62) if they need a mobility accessible apartment. All applicant(s) must meet income guidelines for VL or EL income set forth by HUD. For current income limits contact the office.

### **Kirkland Union Manor II**

3535 SE 86<sup>th</sup> Ave

Portland, OR 97266

PH: 503-777-8101

202/8

Eligibility Requirements: The head of household, co-head, or spouse must be sixty-two (62) years of age or older. Applicant(s) may be under the age of sixty-two (62) if they need a mobility accessible apartment. All applicant(s) must meet income guidelines for VL or EL income set forth by HUD. For current income limits contact the office.

### **Kirkland Union Manor III**

8447 SE Lafayette St

Portland, OR 97266

PH: 503-777-8101

202 PRAC

Eligibility Requirements: The head of household, co-head, or spouse must be sixty-two (62) years of age or older. All applicant(s) must meet income guidelines for VL or EL income set forth by HUD. For current income limits contact the office.

### **Kirkland Union Plaza**

1414 Kauffman Avenue

Vancouver, WA 98660

Phone: 360-694-4314

Section 202 PRAC

Head of Household must be 62 years of age or older & be either very low or extremely low income

Very low income / 1 person household \$44,950 – 2 person household \$51,350

Extremely low income / 1 person household \$26,950 – 2 person household \$30,800

### **Mid Columbia Manor dba Smith Tower**

515 Washington Street

Vancouver, WA 98660

Phone: 360-695-3474

Section 202/8

Head of Household must be 62 years of age or older & be either low, very low or extremely low income

Low income / 1 person household \$71,900 – 2 person household \$82,150

Very low income / 1 person household \$44,950 – 2 person household \$51,350

Extremely low income / 1 person household \$26,950 – 2 person household \$30,800

## **Marshall Union Manor**

2020 NW Northrup St

Portland, OR 97209

Phone: 503-225-0677

Section 8

Eligibility Requirements

The Head of Household, Co-Head or Spouse must be sixty-two (62) years of age or older and an applicant must meet the very low-income guidelines as set forth by HUD listed below:

Very low income / 1 person household \$44,950 - 2 person household \$51,350

Extremely low income / 1 person household \$26,950 – 2 person household \$30,800

## **Westmoreland Union Manor**

6404 SE 23<sup>RD</sup> AVE

Portland, OR 97202

Phone: 503-233-5671

202 Section 8/SPRAC/LIHTC Eligibility Requirements:

The Head of Household, Co-Head or Spouse must be sixty-two (62) years of age or older and an applicant must meet the very low-income guidelines as set forth by HUD listed below:

HUD- Very low income / 1 person household \$44,950 – 2-person household \$51,350

LIHTC- 1-person household \$49,560 2-person household \$56,640.00 (all LIHTC units also have a HUD subsidy attached. The HUD Very Low-Income annual income limits apply.)

Market Rate Apartments: \$1395.00 for Studio and \$1625.00 for One Bedroom

## **Ya-Po-Ah Terrace Retirement Apartments**

350 Pearl Street

Eugene, Oregon 97401

Phone: 541-342-5329

Ya-Po-Ah Terrace is a Section 8/202, Senior Only, 62+, Housing Project.

Floors 4 – 18

HUD Rental Assistance Apartments:

To qualify for an apartment on Floors 4 – 18 your Annual Gross Income Requirements are as follows:

Single Occupancy     \$34,450 or less     Double Occupancy     \$39,400 or less

Third Floor Rental MARKET RENT:

Market Rate Rental Costs Only on the Third Floor – *No HUD Rent Subsidy available on this floor.* One studio apartment on this floor is an Income Qualified LIHTC (Low Income Housing Tax Credit Apartment), so LIHTC income limits apply.

**APPLICATION FOR RESIDENCY  
MANOR MANAGEMENT SERVICES, INC.**

MANOR MANAGEMENT SERVICES HAS ADMISSION REQUIREMENTS. APPLICANTS MUST MEET THE MANOR MANAGEMENT RESIDENCY CRITERIA. TENANT SELECTION PLAN IS AVAILABLE UPON REQUEST OR MANOR MANAGEMENT SERVICES WEBSITE.

**PLEASE PRINT OR TYPE - ALL INFORMATION WILL BE KEPT CONFIDENTIAL**

**Applicant Information**

1.) Applicant: \_\_\_\_\_ Age: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_  
Maiden Name/Other Names: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_ Date Moved In: \_\_\_\_\_ Soc. Sec. No: \_\_\_\_\_

2.) Are you a student? Yes ( ) No ( )

3.) Are you currently displaced due to a Presidential declared disaster? Yes ( ) No ( )  
If Yes When: \_\_\_\_\_ Where: \_\_\_\_\_

4.) Do you own your own home? Yes ( ) No ( )

5.) Family Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Contact: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

**PLEASE PROVIDE TWO YEARS OF RENTAL HISTORY.**

Attach additional page for Landlord history if needed.

6.) Name of Present Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Landlord: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date Moved In: \_\_\_\_\_

7.) Name of Previous Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Landlord: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_ Relationship: \_\_\_\_\_ Moved In/Move-out Dates: \_\_\_\_\_

8.) Name of Previous Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Landlord: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date Moved In/Move-out Dates: \_\_\_\_\_

9.) Have you ever been evicted? Yes ( ) No ( ) If Yes When: \_\_\_\_\_  
Where: \_\_\_\_\_

10.) Has the Applicant ever applied to or lived in a Manor Management Services, Inc. housing community before? Yes ( ) No ( )

If yes, when: \_\_\_\_\_ Which community: \_\_\_\_\_

Manor Management Services, Inc. (MMS) will be contacted prior to application being placed on the wait list to determine if the applicant was previously a resident at a MMS managed community, and left in unfavorable standing having any outstanding balances due, damages caused, landlord terminated tenancy, eviction notices received, interfered with management, disturbances or complaints, etc., application may be rejected. If landlord references, credit background, or criminal background are not favorable (due to outstanding debt, evictions, etc.) application may be rejected. *MMS communities include; Alberta Simmons Plaza, Chaucer Court, Columbia Hills, Jason Lee Manor, Kirkland Annex, Kirkland Union Manors, Kirkland Union Plaza, Marshall Union Manor, Smith Tower, Westmoreland's Union Manor & Ya Po Ah Terrace.*

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**Spouse/Co-Applicant Information**

1.) Spouse / Co-Applicant: \_\_\_\_\_ Age: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_  
Maiden Name/Other Names: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_ Date Moved In: \_\_\_\_\_ Soc. Sec. No: \_\_\_\_\_  
Email: \_\_\_\_\_

2.) Are you a student? Yes ( ) No ( )

3.) Are you currently displaced due to a Presidential declared disaster? Yes ( ) No ( )  
If Yes, When: \_\_\_\_\_ Where: \_\_\_\_\_

4.) Do you own your own home? Yes ( ) No ( )

5.) Family Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Contact: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

PLEASE PROVIDE TWO YEARS OF RENTAL HISTORY.

Attach additional page for Landlord history if needed.

6.) Name of Present Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Landlord: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date Moved In: \_\_\_\_\_

7.) Name of Previous Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Landlord: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_ Relationship: \_\_\_\_\_ Moved In/Move-out Dates: \_\_\_\_\_

8.) Name of Previous Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Landlord: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_ Relationship: \_\_\_\_\_ Moved In/Move-out Dates: \_\_\_\_\_

9.) Have you ever been evicted? Yes ( ) No ( ) If Yes When: \_\_\_\_\_  
Where: \_\_\_\_\_

10.) Has the Spouse / Co-Applicant ever applied to or lived in a Manor Management Services, Inc. housing facility before? Yes ( ) No ( )  
If yes, when: \_\_\_\_\_ Which facility: \_\_\_\_\_

Manor Management Services, Inc. (MMS) will be contacted prior to application being placed on the wait list to determine if the applicant was previously a resident at a MMS managed community, and left in unfavorable standing having any outstanding balances due, damages caused, landlord terminated tenancy, eviction notices received, interfered with management, disturbances or complaints, etc., application may be rejected. If landlord references, credit background, or criminal background are not favorable (due to outstanding debt, evictions, etc.) application may be rejected. *MMS communities include; Alberta Simmons Plaza, Chaucer Court, Columbia Hills, Jason Lee Manor, Kirkland Annex, Kirkland Union Manors, Kirkland Union Plaza, Marshall Union Manor, Smith Tower, Westmoreland's Union Manor & Ya Po Ah Terrace.*

**Applicant/ Spouse/Co-Applicant Information**

Note: We conduct criminal background checks on ALL adult members of the household.

1.) Total estimated gross annual household income from all sources (Soc. Sec., SSI, Pensions, Salary, Interest) \$ \_\_\_\_\_ per year.

2.) Please list all **counties and states** in which ALL of the members of the applying household have lived.

County: \_\_\_\_\_ State: \_\_\_\_\_ Year: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Year: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Year: \_\_\_\_\_

3.) Have you or any person who will be occupying the unit been convicted, pled guilty or no contest to any:

Felony: Yes ( ) No ( ) If yes, State(s): \_\_\_\_\_ Year(s): \_\_\_\_\_

Misdemeanor: Yes ( ) No ( ) If yes, State(s): \_\_\_\_\_ Year(s): \_\_\_\_\_

4.) Are you or any person who will be occupying the unit subject to a Lifetime Sex Offender Registration Requirement in any State? Yes ( ) No ( )

If yes, State(s): \_\_\_\_\_ Year(s): \_\_\_\_\_

5.) If applicant(s) was age 62 or older as of January 31, 2010 and did not have a Social Security Number (SSN), were you receiving HUD rental assistance at another location on January 31, 2010: Yes ( ) No ( )

6.) Does applicant(s) own an animal? Yes ( ) No ( ) Type \_\_\_\_\_

Please contact the community office for Animal Policy information.

7.) Will you or anyone occupying the unit require an Accessible Unit because of physical handicap or mobility impairment? Yes ( ) No ( )

**Please list two personal references that are not family or landlord.**

8.) Reference #1: Name \_\_\_\_\_ Phone \_\_\_\_\_ Email: \_\_\_\_\_

Reference #2: Name \_\_\_\_\_ Phone \_\_\_\_\_ Email: \_\_\_\_\_

9.) How did you hear about the Manor Management Services community you're applying to?

Friends( ) Family member( ) Site sign( ) Newspaper ad( ) Brochure( ) Agency referral( ) Website( )

Other: \_\_\_\_\_

**YOU MUST PROVIDE CERTIFICATION OF U.S. CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS, HUD ACCEPTABLE DOCUMENTATION OF SOCIAL SECURITY NUMBER AND PHOTO IDENTIFICATION (THESE ITEMS WILL BE PHOTOCOPIED AND RETAINED AS A PART OF THIS APPLICATION).**

I certify that all of the information I have given on this Application and in the Application Material is correct and complete. I understand that if any of this information is found to be false it shall be grounds for rejecting my Application. Furthermore, I understand if any Application information is later found to be false after obtaining housing, it shall be grounds for eviction. I hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing. This will include, but is not limited to, any or all of the following:

- 1) Prior Tenant History 2) Public Records 3) Verification of Information 4) Credit History

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MANOR MANAGEMENT SERVICES, INC.**

**QUALIFICATION - PREFERENCE CERTIFICATION**

Qualified applicants for residency at a Manor Management Services community will be categorized according to Federal guidelines if they state and certify that they fall into one or more of the preferencing categories. Categories and their definitions follow. Check the appropriate block(s) if you qualify for any of these categories:

HEAD OF HOUSEHOLD: \_\_\_\_\_

\_\_\_\_\_ VERY LOW INCOME - Per HUD regulations: SEE COVER PAGE FOR INCOME REQUIREMENTS FOR 1 PERSON AND 2 PERSON FOR EACH COMMUNITY.

\_\_\_\_\_ EXTREMELY LOW INCOME - Per HUD regulations: SEE COVER PAGE FOR INCOME REQUIREMENTS FOR 1 PERSON AND 2 PERSON FOR EACH COMMUNITY.

I HEREBY CERTIFY that I qualify for one or more of the categories as indicated above. I understand that the indicated preference will be verified prior to residency at a Manor Management Services community. I further understand that it is my responsibility to notify the Office IN WRITING if my circumstances change. If this presents a hardship based on your disability, please contact the office for a reasonable accommodation. I further understand that if I qualify for residency by virtue of a preference and am offered the opportunity to move into a Manor Management Services community and refuse that offer, my right under preferences may be forfeited.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**I DO NOT QUALIFY FOR A PREFERENCE AS DEFINED ABOVE**

I HEREBY CERTIFY that I do not qualify for any of the preferences as indicated above. I further understand that it is my responsibility to notify the Manor Management Services community office IN WRITING if my circumstances change. If this presents a hardship based on your disability, please contact the office for a reasonable accommodation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECURITY DEPOSIT /WAITING LIST STATEMENT**

Upon residency a security deposit will be required at move-in and is non-interest bearing as far as the resident or prospective resident is concerned.

I agree to notify the the community office if there are any changes to my application (i.e. change of address). I understand that if I do not do so my name may be removed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**A TENANT SELECTION PLAN FOR ADDITIONAL DETAILS ON ELIGIBILITY, ACCURACY AND PREFERENCES IS AVAILBLE UPON REQUEST.**

APPLICATION ATTACHMENT - HEAD OF HOUSEHOLD

Households must designate one adult as Head of Household. Additional adults must be designated a status, **based on their relationship to the Head**. All adults will be defined under the following relationship codes, which are required by HUD for subsidy tracking:

- H** - Head
- S** - Spouse (There either can be a spouse or co-head, but not both.)\*
- K** - Co-head
- D** - Dependent
  - 18 or older and disabled or a full-time student.
  - Full-time student (regardless of age) away at school but lives with family during school breaks
- O** - Other Adult Member
  - Adult who is not the head, spouse or co-head and whose income is counted in determining the family's annual income.

**Please select S, K, D, or O for all adults.**

\* Couples in a spousal relationship, regardless of legal marital status or gender, should designated a Head and Spouse. It is presumed that couples will require a one-bedroom unit (or one bedroom in a multiple bedroom units, if there are other household members), unless a reasonable accommodation request is received, based on a qualifying disability, for an additional bedroom assignment.

**PLEASE COMPLETE AS PART OF YOUR APPLICATION:**

Relationship Code	Name
_____	_____
_____	_____

APPLICATION ATTACHMENT – INCOME & ASSETS

Household Name: \_\_\_\_\_

INCOME:

Social Security	\$ _____	per _____
Pensions/Annuity	\$ _____	per _____
Employment Income	\$ _____	per _____
Unemployment	\$ _____	per _____
Family Assistance (ie. car insurance, phone, cable)	\$ _____	per _____
Other	\$ _____	per _____

ASSETS:

	Balance/Value	% Rate	Annual Income for Asset
Checking	\$ _____	_____	\$ _____
Savings/Money Market	\$ _____	_____	\$ _____
Stocks	\$ _____	_____	\$ _____
Bonds	\$ _____	_____	\$ _____
Real Property	\$ _____	_____	\$ _____
Trust Account	\$ _____	_____	\$ _____
IRA Account(s)	\$ _____	_____	\$ _____
CD	\$ _____	_____	\$ _____
Other	\$ _____	_____	\$ _____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Race and Ethnic Data Reporting Form**

U.S. Department of Housing and Urban Development  
Office of Housing

OMB Approval No. 2502-0204  
(Exp. 03/31/2014)

**Name of Property** **Project No.** **Address of Property**

**Name of Owner/Managing Agent** **Type of Assistance or Program Title:**

**Name of Head of Household** **Name of Household Member**

Date (mm/dd/yyyy): \_\_\_\_\_

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

**\*Definitions of these categories may be found on the reverse side.**

**There is no penalty for persons who do not complete the form.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Public reporting burden** for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

## Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

### A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

## HANDICAP/DISABLED STATUS INFORMATION REQUEST

The U.S. Department of Housing and Urban Development has requested we ask the following information from all applicants. Manor Management Services communities are obligated to collect such information under the programmatic requirements of Title VI of the Civil Rights Act of 1964. Completion of Handicap/Disabled Status information is voluntary and for reporting purposes only.

Provide Your Name:  
(Last, First and MI)

\_\_\_\_\_

Your Relationship to the Head Of Household (Select One)	<input type="checkbox"/> Head of Household	<input type="checkbox"/> Spouse
	<input type="checkbox"/> Co-Head	<input type="checkbox"/> Dependent
	<input type="checkbox"/> Foster Child/Adult	<input type="checkbox"/> Other Adult
	<input type="checkbox"/> Non-Member	

The definition of a disabled person includes a person who meets any one of the following criteria:

- Has a physical, mental, or emotional impairment that:
  1. Is expected to be of long-continued and indefinite duration;
  2. Substantially impedes his or her ability to live independently, and;
  3. Is of such a nature that ability to live independently could be improved by more suitable housing conditions.

- OR -

- Has a disability as defined in Sec. 223 of the Social Security Act (42 U.S.C. 423):

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months," or

"In the case of an individual who has attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills of ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

Handicapped or Disabled                       Yes                                       No

Signature \_\_\_\_\_

Date \_\_\_\_\_

**DUAL SUBSIDY  
NOTIFICATION AND ACKNOWLEDGEMENT**

U.S. Department of Housing and Urban Development (HUD) rules state that a household cannot receive subsidy on more than one unit at one time. Therefore, if you are currently moving from a subsidized unit to this facility, you need to notify us and agree to pay market rent for those days you remain on subsidy at the previous facility.

I acknowledge and agree that I will only receive subsidy on one household at a time, will notify the Manor Management Services community office if I am receiving subsidy elsewhere, and will pay market rent for any days that I receive subsidy on the other contract.

Are you currently receiving subsidy at your current facility? \_\_\_Yes \_\_\_No

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## Landlord Reference Checklist

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From:

To complete my application with the Manor Management Services community, I authorize you to release the below information:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### BELOW IS FOR OFFICE USE ONLY

Date: \_\_\_\_\_

\_\_\_\_\_ has applied for residency at Manor Management Services community. We are inquiring into the applicant's prior tenancy record. Please complete the following to the best of your knowledge and return at your earliest convenience. Thank you for your cooperation - ALL INFORMATION WILL REMAIN CONFIDENTIAL.

1. Length of Tenancy: From: \_\_\_\_\_ To: \_\_\_\_\_
2. Relationship to Applicant: \_\_\_\_\_
3. Was rent paid on time:  Yes  No
4. Rent amount: \$ \_\_\_\_\_ Any outstanding money owed: \$ \_\_\_\_\_
5. Is the Applicant currently receiving subsidy:  Yes  No
6. Were there any disturbance problems related to Applicant:  Yes  No  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
7. Were valid complaints lodged against them:  Yes  No  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
8. Did you have reason to believe the Applicant to be:  
A.  Currently an illegal abuser or addict of a controlled substance  
B.  Convicted of the illegal manufacture of distribution of a controlled substance;  
And / or  
C.  A direct threat to the health or safety of others.  
Explanation: \_\_\_\_\_
9. If Applicant vacated your premises, was adequate notice given:  Yes  No
10. Was the unit kept in a safe and sanitary condition by tenant:  Yes  No  
If no, please explain: \_\_\_\_\_
11. Was the unit damaged:  Yes  No  
If yes, please explain: \_\_\_\_\_
12. Would you rent to Applicant again:  Yes  No  
If No, please explain: \_\_\_\_\_
13. Comments: \_\_\_\_\_  
\_\_\_\_\_

Printed name of Landlord: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OWNER'S NOTICE NO. 1  
FOR AN APPLICANT FAMILY**

Dear Applicant:

Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available to persons other than United States citizens, nationals, or certain categories of eligible noncitizens in the following HUD programs:

- a. Section 8 Housing Assistance Payments Programs
- b. Section 236 of the National Housing Act including Rental Assistance Payment (RAP); and
- c. Section 101/Rent Supplement Program

You have applied or are applying for assistance under one of these programs; therefore, you **are required** to provide documentation and declare U.S. Citizenship or submit evidence of eligible immigration status for each of your family members for whom you are seeking housing assistance. To do this you should:

1. Complete the attached Family Summary Sheet and list all family members who will reside in the assisted unit.
2. Have a Declaration Format completed by each family member (including yourself) who is listed on the Family Summary Sheet. The Declaration Format has easy-to-follow instructions and explains what, if any other forms and/or evidence must be submitted with each Declaration Format.
3. Submit the Family Summary Sheet, the Declaration Formats and any other forms and/or evidence with your Application for Residency.

This Section 214 review will be completed in conjunction with the verification of other aspects of eligibility for assistance. If you have any questions or difficulty in completing the attached formats or determining the type of documentation required, please contact the Manor Management Services community office you are applying to.

Also, if you are unable to provide the required documentation, you should immediately contact the community office in which you are applying to and request an extension, using the block provided on the Declaration Format. **Failure to provide this information or establish eligible status may result in your not being considered for housing assistance.**

If this Section 214 review results in a determination of ineligibility, you will have an opportunity to appeal the decision. Also, if the final determination concludes that only certain members of your family are eligible for assistance, your family may be eligible for proration of assistance. That means that when assistance is available, a reduced amount may be provided for your family, based on the number of members who are eligible.

If assistance becomes available and the other aspects of your eligibility review show that you are eligible for housing assistance, that assistance may be provided to you if at least one member of your household has submitted the required documentation. Following verification of the documentation submitted by all family members, assistance may be adjusted depending on the immigration status verified. You will be contacted as soon as we have further information regarding your eligibility for assistance.

SUMMARY SHEET

Family Summary					*Owner Summary-Office completes this portion*							
Member No.	Last Name of Family Member	First Name	Relationship to Head Of Household	Date of Birth	Declaration*							
					1	2	3	Date Verified	4	INITIAL		
Head					1							
1					2							
2					3							
3					4							
4					5							
5												

\* Declaration Legend: 1- Citizen/National 2-Noncitizen tenant 62 or older 3-All other noncitizens 4-Not contending eligibility

**APPLICANT  
DECLARATION FORMAT**

*INSTRUCTIONS: Complete this format for each member of the household listed on the Family Summary Sheet*

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_  
RELATIONSHIP TO \_\_\_\_\_ DATE OF  
HEAD OF HOUSEHOLD \_\_\_\_\_ BIRTH \_\_\_\_\_

SOCIAL \_\_\_\_\_ ALIEN  
SECURITY NO. \_\_\_\_\_ REGISTRATION NO. \_\_\_\_\_

ADMISSION NUMBER \_\_\_\_\_ if applicable, (this is an 11-digit number found on  
INS Form I-94, Departure Record)

NATIONALITY \_\_\_\_\_ (Enter the foreign nation or country to which you  
owe legal allegiance. This is normally, but not always the country of birth.)

SAVE VERIFICATION NO. \_\_\_\_\_  
(to be entered by owner if and when received)

*INSTRUCTIONS: Complete the Declaration below by printing or typing the person's first name, middle initial, and last name in the space provided. Then review the blocks designated below and complete either block number 1, 2 or 3:*

**DECLARATION**

I, \_\_\_\_\_ hereby  
(print or type first name, middle initial, last name)

**declare, under penalty of perjury, that I am:**

\_\_\_\_\_ **1. a citizen or national of the United States**

*If you checked this block, no further information is required. Sign and date below and forward this format to the name and address specified in the attached notification. If this block is checked on behalf of a child, the adult who will reside in the assisted unit and who is responsible for the child should sign and date below.*

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

*Check here if adult signed for a child:* \_\_\_\_\_

(Continued on Back)

\_\_\_\_\_ **2. A noncitizen with eligible immigration status as evidenced by one of the documents listed below:**

**NOTE:** If you checked this block and you are 62 years of age or older, you need only submit a proof of age document together with this format and sign below:

If you checked this block and you are under age 62, you must submit a proof of age document together with acceptable documentation of eligible immigration status and sign below:

\_\_\_\_\_  
Signature Date

*Check here if adult signed for a child:* \_\_\_\_\_

**REQUEST FOR EXTENSION**

I hereby certify that I am a noncitizen with eligible immigration status, as noted in block 2, but the evidence needed to support my claim is temporarily unavailable. Therefore, I am requesting additional time to obtain the necessary evidence. I further certify that diligent and prompt efforts will be undertaken to obtain this evidence.

\_\_\_\_\_  
Signature Date

*Check if adult signed for a child:* \_\_\_\_\_

\_\_\_\_\_ **3. I am not contending eligible immigration status and I understand that I am not eligible for financial assistance.**

If you checked this block, no further information is required, and the person named above is not eligible for assistance. Sign and date below and forward this format to the name and address specified in the attached notification. If this block is checked on behalf of a child, the adult who is responsible for the child should sign and date below.

\_\_\_\_\_  
Signature Date

*Check here if adult signed for a child:* \_\_\_\_\_

**ACCEPTABLE PROOF OF AGE DOCUMENTS**

Documents Provided by Applicant

- ↑ Birth Certificate
- ↑ Baptismal Certificate
- ↑ Military Discharge papers
- ↑ Valid Passport
- ↑ Census document showing age
- ↑ Naturalization certificate
- ↑ Social Security Administration Benefits printout

**APPLICANT  
VERIFICATION CONSENT FORMAT**

*Instructions: Complete this format for each noncitizen member of the household who declared eligible immigration status on the Declaration Format. If this format is being completed on behalf of a child, it must be signed by the adult responsible for the child.*

**CONSENT**

I, \_\_\_\_\_ hereby  
(print or type first name, middle initial, last name)

**consent to the following:**

- 1. the use of the attached evidence to verify my eligible immigration status to enable me to receive financial assistance for housing; and**
- 2. the release of such evidence of eligible immigration status by the project owner without responsibility for the further use or transmission of the evidence by the entity receiving it, too:**
  - (i) HUD, as required by HUD; and**
  - (ii) the DHS for purposes of verification of the immigration status of the individual.**

**NOTIFICATION TO TENANTS:**

**Evidence of eligible immigration status shall be released only to the DHS for purposes of establishing eligibility for financial assistance and not for any other purpose. HUD is not responsible for the further use or transmission of the evidence or other information by the DHS.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*Check here if adult signed for a child: \_\_\_\_\_*



PH: (800)228-1837 \* \* FAX: (800)604-2201
www.tenantdata.com

APPLICANT AUTHORIZATION TO RELEASE CREDIT INFORMATION

I understand and agree that TENANT DATA SERVICES INC., (TDS), will be processing my rental application and may obtain information about me, including, but not limited to, my credit, my tenant history, check writing history, any court or eviction records and my criminal record information from any source. I hereby authorize and instruct any entity or person contacted by TDS or the Landlord or Landlord's agents to release all information telephonically, by fax, or email/electronically. Furthermore, I also understand that it may be necessary to verify my current employment and I authorize my current employer to release any and all information that may be required to complete the reference report. I further authorize TDS to use a photocopy of this form when it is necessary to verify more than one of my references.

PLEASE PRINT CLEARLY WITH A BLACK PEN

Dated this Day of Year

Applicant 1 Information

Applicant 1 LEGAL NAME: First Middle Last

Applicant 1 Signature:

Applicant 1 SSN: Applicant 1 Date of Birth: Month/ Day/ Year

Current Address:

City: State: Zip:

Applicant 1 Phone #: ( )

Applicant 2 Information

Applicant 2 LEGAL NAME: First Middle Last

Applicant 2 Signature:

Applicant 2 SSN: Applicant 2 Date of Birth: Month/ Day/ Year

Current Address:

City: State: Zip:

Applicant 2 Phone #: ( )

TDS Customer Requesting Report: MANOR MANAGEMENT SERVICES, INC.

Ordered By Phone Fax Account Number

GOLD Multi-State Social Search Report

Credit Report, Address Information Manager, Criminal Multi-State History Check including National sex-offender search, Eviction History Check (Single State)

- RUN EVICTION ON ALL STATES THAT COME BACK LIVED IN ON THE SS REPORT
-RUN STATEWIDE CRIMINAL ON ALL STATES NOT COVERED IN THE MULTI CRIM SEARCH THAT COME UP ON THE SS REPORT
-CA ONLY- RUN COUNTY LEVEL SEARCH IF IN A NON-INSTANT COUNTY

Reports can be faxed back to us at 1-800-604-2201

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

--	--

**Signature of Applicant**

**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

**MANOR MANAGEMENT SERVICES, INC.  
NOTIFICATION OF NONDISCRIMINATION ON THE  
BASIS OF HANDICAPPED STATUS**

Manor Management Services does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

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).

Greg Franks  
12901 SE 97<sup>th</sup> Ave Suite 220  
Clackamas, OR 97015  
Telephone: (503) 231-4922  
Toll free: (800) 201-4922  
TTY: 711  
Email: [Greg@manormangement.com](mailto:Greg@manormangement.com)

# MANOR MANAGEMENT SERVICES, INC. POLICY ON REASONABLE ACCOMMODATION

## INTRODUCTION

Manor Management Services, Inc. complies with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968 as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act. Manor Management Services, Inc., will further comply with any subsequently enacted legislation and implementing rules and regulation protecting the residents, applicants and/or staff.

Section 504 stipulates that “no otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...”. The Fair Housing Amendments Act regulations state “It shall be unlawful for any person to refuse to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford a handicapped person equal opportunity to use and enjoy a dwelling unit, including public and private areas.”

The definition of a person with disabilities for the purposes of nondiscrimination is a person who:

- A. Has a physical or mental impairment that substantially limits one or more major life activities;
- B. Has a record of such impairment; or
- C. Is regarded (by Manor Management Services, Inc.) as having such an impairment.

Physical or mental impairments include practically any condition, disease, illness, disfigurement, or disorder if the impairment substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself (performing activities of daily living including bathing, eating, dressing, medications management, hygiene, and grooming), performing manual tasks, walking, seeing, hearing, breathing, learning, and working.