APPLICATION FOR WAITING LIST

Applicant Name

Current Address

Phone                                 E-mail

Other Household Occupants
In addition to the head of household, how many other people will occupy the unit? ___________

Waiting List options for people with Low Income
Does your household qualify for low income housing?  Yes  No
If yes, the waiting list for the following types of units/locations are open. All units are non-smoking units.
Applegate Apartments, Cottage Grove  1 bedroom
Aquarius Apartments, Springfield      2 bedroom

Waiting List options for people with Intellectual or Development Disabilities
Mainstream Housing has units reserved for people with intellectual and developmental disabilities (I/DD). To qualify for a unit designated as I/DD, a member of the household must be registered with Lane County DD Services and have a case manager with Lane County, Full Access, or Mentor Oregon.
Does your household qualify for this type of unit?  Yes  No
If yes, the waiting list for the following types of DD units/locations are open. All units are non-smoking units.
Applegate Apartments, Cottage Grove  1 bedroom
Aquarius Apartments, Springfield      2 bedroom
Mainstream Apartments, Eugene        1 bedroom  2 bedroom

Are there any special needs that your household may require in our housing? (Optional)  Yes  No
Please list special needs.

Applicant Signature         Date

Date Received: Time Received:  AM  PM
APPLICATION PROCESS AND SCREENING CRITERIA

APPLICATION PROCESS

WAITING LIST
- We offer waiting list application forms to everyone who inquires about a rental.
- It is the responsibility of the applicant to call in and update your information if you have a change of address or phone number.
- Mainstream Housing maintains a written waitlist that selects tenants in the order in which applications were received, with the exception of persons with special needs for units that meet specific project requirements.
- When an applicant's name comes up at the top of the waitlist, they will be asked to fill out a full application.
- If the applicant does not respond within 3 days it will be considered a pass. If an applicant receives two passes, they will be removed from the waiting list.
- Applicants will be removed from the waiting list if we have no way of contacting them due to an incorrect mailing address and incorrect or disconnected phone number.
- Tenant selection can give preference to persons with special needs, with specific project requirements.

FULL APPLICATION PROCESS
At the time when an applicant is next in line on the waiting list and a housing unit is available, they will be asked to fill out a complete application.
- Unless joint applicants are married, each adult in the household, over the age of 18, must submit an individual application.
- Occupancy is limited to 2 adults and 1 child per bedroom.
- We will not review incomplete or unsigned applications.
- Applicants must provide sufficient documentation to conduct a screening for items on the Selection Criteria and for income verification.
- Persons with a disability may inform the management of this fact and may request reasonable accommodations in nonessential policies or practices to enable them to meet the property's screening criteria and to lease a unit.
- Once an applicant has started the application process, they have 14 days from the start date to finish the paperwork. If the paperwork is not complete, Property Management has the right to refuse the applicant. If the paperwork is not completed within the 14 day period, it will be counted as a pass.

Identification
- For any applicant over 18 years of age a legible copy of a identification with a photograph (Photo ID) must be attached to the application.
- For any person over 6 years of age occupying a unit a legible copy of their Social Security Card or Alien Registration Card must be attached to the application.
TENANT SELECTION CRITERIA
Mainstream Housing applies tenant selection criteria to all applicants, in accordance with Fair Housing Laws. Mainstream Housing will be consistent with the purpose of providing housing for low income and very low income families.

SCREENING PROCESS
• We determine, based on the application, whether the applicant meets our screening guidelines.
• We verify income and resources.
• We check with current and previous landlords.
• We obtain a criminal records report and public records report.

Prior Rental History
• Applicants must provide us with the information necessary to contact past landlords, (A minimum of 3 years rental history). We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
• If applicant has been evicted there should not be an outstanding balance owed to previous landlords.
• Exceptions may be considered for applicants with increased deposits.

Sufficient Income/Resources
• Net household income should be approximately double the amount of rent (a 2:1 ratio). An applicant whose net income is below the 2:1 ratio my qualify by showing ability to meet monthly expenses.
• Income/resources will be verified. Applicants must provide documentation of all income listed on the rental application. Pay stubs (at least 60 days), statements and/or bank records, copies of Social Security, TANF, child support award letter(s), etc. If income cannot be verified, the application will be denied.
• Those not meeting the income to rent ratio may become eligible by having an approved co-signer.
• Income to rent ratio is irrelevant for Section 8 participants.

Criminal/Public Records Check
• Negative reports may result in denial of an application.
• Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.
• An applicant that has committed crimes against others may be denied tenancy.

DENIAL POLICY
Failure to meet any of the requirements listed above may result in the denial of your application. You will get a letter explaining the reason for the denial within 7 to 10 business days after your file has been denied. It will be sent to your last known address. Please note that intentionally incomplete, inaccurate or falsified information will be grounds for denial.