

PROPERTIES OWNED AND MANAGED BY LBHA PROPERTY MANAGEMENT

Clayton Meadows Senior Apartments, Albany:

Built in 2001 and located at 2080 Queen Ave. S.E., Albany, Clayton Meadows has 50 one and two bedroom apartments, all electric including air conditioning. There are three handicap accessible units and one unit designed for sensory impaired. The three story building has an elevator and locked security access. There is a large community room with kitchen and laundry facilities are located on each floor. A limited number of garages and storage rooms are available to rent for an extra fee. Small pets are allowed with adherence to the pet policy. There is a garden space (vegetable and flowers) and an attractive patio area. No smoking is allowed on the property. Income is required for these units; however, if using Section 8, all income requirements are waived. Contact Info: 541-791-9175



Camas Commons Apartments, Corvallis:

Built in 2002 and located at 5140 S.W. Meadow Flower Dr., Corvallis, Camas Commons offers affordable family living. The duplexes and triplexes feature fully equipped kitchens, washer and dryer hook ups, handicap accessible units, energy efficient design and appliances, located on the bus route near a shopping center, a large community room with full kitchen and playroom, laundry facilities and outdoor play areas including a tot playground and half-court basketball. This is a quality affordable housing community developed in partnership by Willamette Neighborhood Housing Services, Inc. and the Linn Benton Housing Authority. No smoking is allowed on the property. Income is required for these units; however, if using Section 8, all income requirements will be waived. Contact Info: 541-753-6885



River View Place Senior Apartments, Albany:

Built in 2009 and located at 635 Third Avenue S.W., Albany, one block from the Albany Senior Center. River View Place Senior Apartments has studio, and one and two bedroom apartments all electric, including air conditioning. There are handicap accessible units, including sensory impaired. The five story building has an elevator and locked security access to the building and the parking lot. There is a large community room with kitchen and laundry facilities are located on each floor. Small pets are allowed with adherence to the pet policy. Enjoy the music of River Rhythms in your home! No smoking is allowed on the property. Income is required for these units; however, if using Section 8, all income requirements will be waived. Contact Info: 541-791-7398



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Cottage Creek, Albany:

Built in 1998 and located in East Albany, 1½ blocks from Pacific Blvd., near Eleanor Park. Cottage Creek is designed to serve elderly and disabled individuals only and features 12 studio apartments and 3 two-bedroom cottages. Each unit has a private patio or deck over-looking picturesque Periwinkle Creek. Cottages are equipped with washer/dryer hookups and the second bedroom is an upstairs loft. Eight of the studio units are located on the ground floor and are handicapped-adaptable. Each floor (4 units) shares a washer and dryer and a common living/dining room for relaxation and conversation. Income is required for these units, however, if using Section 8, all income requirements will be waived.

Cypress Gardens, Lebanon:

Built in 2003 and located on Cypress Court off Airport Road in Lebanon. Cypress Gardens has eight studio apartments designed for persons with disabilities. Income is required for these units, however, if using Section 8, all income requirements will be waived.



Riverside Park, Brownsville:

Located in the beautiful small town of Brownsville, Riverside Park has two duplexes which make up 3-two bedroom units and 1-three bedroom unit. Built in townhouse style, each has a private patio, washer/dryer hookups and landscaped common grounds. \$200 (2BR,) \$250 (3BR) Security Deposit.

Pioneer Court, Brownsville:

Also located in downtown Brownsville, four one-bedroom units designed for elderly/disabled use offer private patios, landscaped common grounds and coin-operated laundry room. Close to the library, post office, shopping and medical care, these units are subsidized by Rural Development as described above. \$150 Security Deposit.

Thomas Creek Court, Scio:

Situated next to lovely Thomas Creek are 4-one bedroom units and 4-two bedroom units. Coin-op laundry room, landscaped common grounds and central location to schools and shopping, these units are subsidized by Rural Development as described above. \$150 (1BR,) \$200 (2BR) Security Deposit.

RENTAL CRITERIA

The LBHA Property Management will rent to anyone who submits a completed application for any available unit, meets the standards set in these pages for the complex for which they've applied, and agrees to abide by the rules and regulations set forth in the rental or lease agreement and corresponding Tenant Handbook, if applicable.

1. The LBHA Property Management has adopted a Uniform Rental Capacity Guideline of 2 (two) people per bedroom per rental. Consistent with ORS 90.262(3), deviations may be made from this guideline as is reasonable on a case by case basis. The Housing Authority will consider factors including the size of the bedrooms, the overall size of the dwelling unit and the number and ages of the additional persons in determining whether or not a waiver of the Uniform Rental Capacity is appropriate. Living rooms or other rooms without doors, exterior windows, and closets do not count as bedrooms. Without a written waiver of the Uniform Rental Capacity, no more than two people can move into a one bedroom unit, four people into a two bedroom unit, six people into a three bedroom unit, and eight people into a four bedroom unit. A studio apartment will be allowed one person.

2. Each applicant 18 years of age or over must provide a photocopy of 1) their Social Security card (if applicable) and 2) one piece of picture identification when completing a full application. For those in the household under 18 years of age, a photocopy of their Social Security Card will be requested. A Social Security number is not necessarily a requirement for each property. It is the responsibility of the applicant to provide all documentation requested. We can not look up phone numbers or addresses. **Incomplete applications will not be processed.** All members of the household under the age of 18 must also be listed on the application and are the responsibility of the signers of the rental agreement.

3. If we have no available units, your application will be taken and placed on a waiting list in the order it is received. If your contact information changes, be sure to inform us in writing so we can contact you when a unit is available.

4. **A non-refundable \$15 applicant screening fee may be required for *each person 18 years of age or older* listed before your application can be processed.** This fee is to cover the cost of obtaining information about the applicant, including a credit check from the company CBI Equifax. You will be notified as to when to pay this fee. **Please do not send in the fee(s) with your pre-application.**

5. We can not reserve a unit available for rent without a signed contract. Once your application has been approved, ***you must sign the rental agreement and pay the security deposit within 24 hours*** to secure the rental unit. Payment plans may be available.

6. Applicant screening will involve a credit report, verification of information and reference by **current and former** landlords, verification of income as provided on the application form, criminal history check, and your demeanor during application process. We will purchase a credit report from CBI Equifax Credit Information Services, Box 740241, Atlanta, GA 30374, 1-800-685-1111. Any recorded FED's (evictions) in which the court ruled in favor of the landlord may disqualify you immediately. A criminal record may disqualify you immediately. Any unpaid collections or judgments shown may disqualify you immediately. It is your responsibility to contact the credit service if you are denied housing based on their report. The rental unit you applied for will be placed back on the market while you work with the credit service. You will be advised if, based on the information received, you do not meet our criteria.

WE HAVE NO EMERGENCY OR IMMEDIATE ASSISTANCE AVAILABLE.



8. You **must** have a landlord reference from your **current and previous** landlords. A negative reference or any eviction is grounds for denial of your application. The term "any eviction" is to be construed as an eviction in which the tenant did not prevail. If you do not have two rental references of longer than three continuous months each or have never rented, you may be required to pay double the security deposit for your unit **-and-** provide two professional references on your behalf **-and-** you may need a co-signer for your account. If a co-signer is needed, they will need to pay a non-refundable \$15.00 fee to cover the cost of obtaining a second credit report. If you have been a homeowner within the last two years, you may need to provide a payment history from your mortgage company of the last year.

9. You must have a steady source of income or a current Section 8 voucher. List all sources of income **and corresponding address(s)**. We must verify all sources of income. If you are a student, be prepared to provide us with grant or scholarship award letters, financial aid contracts, and/or student loan papers.

Gross income requirements are 1 ½ times the rent amount for Cottage Creek and Cypress Gardens; 2 times the amount of monthly rent for Camas Commons; 2 times the amount for Clayton Meadows and 2 times the amount for River View Place.

(This income requirement may be waived provided the applicant can 1) demonstrate previous rental/mortgage payments were equal to or more than our rent amount and 2) that payments were made in a timely manner or 3) you are currently receiving section 8 assistance. A letter from your landlord/mortgage company may be required to verify this information. Residential reference provided must have been for no less than three consecutive months.)

10. If your application is accepted, the Project Manager may need to make a visit to your current home. This visit is designed to check your housekeeping habits and the condition of your current rental/home.

11. If you give any false, incomplete, inaccurate, or *unverifiable* information on your application, your application may be denied or your tenancy subsequently terminated.

STEPS TO BECOMING A RESIDENT:

1. ***Review the applicant screening criteria.***
2. Complete the pre-application form.
3. *When notified that a unit will be available*, pay the non-refundable applicant screening fee(s).
4. Be prepared to wait at least seven (7) days as credit checks and verifications often take that long.
6. If approved, be prepared to sign the rental agreement in which you will agree to abide by all rules and regulations of the development and pay the required deposits, fees, and other applicable monies.

REJECTIONS

If your application was rejected due to information received from a credit report you should:

1. Contact the supplier of the information whose name and address have been provided in this criteria.
2. Correct any incorrect information through the supplying agency.
3. Request that the credit company submit a corrected credit report to this office.
4. Upon receipt of the corrected information, your application will be re-evaluated and processed for the next available unit.

If you disagree with a decision to deny your application, you may contact us to discuss the denial.

If the denial is based in whole or in part on the information received from the credit reporting agency, we are not required to state a reason for denial of an application other than informing you of the credit reporting agency's contact information.

NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

(Confidential Information. This information will not be disclosed or released, except as permitted by law.)

If you have a disability (disability may include physical, mental or other) and need:

- ◆ a change in our policies or procedures
- ◆ a change in the way we communicate with you or give you information, for example, appropriate auxiliary aids, Text Telephone- TTY, qualified sign language interpreters for persons with speech or hearing impairments, or alternate format for vision impairment.

You can ask for this change, which is called a “REASONABLE ACCOMMODATION”

If you can show that you have a disability and if your request is reasonable, you can ask for this change. If you would like the owner of your apartment to make modifications in your apartment or to some other part of the property to accommodate a disability, let us know. We can make reasonable attempts to negotiate with the owner to make such modifications.

If your request is reasonable and if it is not too difficult to arrange, we will try to make the changes you need.

We will make a decision as soon as possible, at least within thirty (30) days, unless you agree to an extension of time. We will let you know if we need more information or verification from you or if we would like to discuss other ways of meeting your needs.

If we turn down your request, we will explain our decision, and you may give us additional information.

If you need help in filling out a REASONABLE ACCOMMODATION REQUEST FORM, or if you want to give us your request in another way, we may be able to help you.

The Linn-Benton Housing Authority does not discriminate on the basis of race, color, national origin, religion, sex, familial status, or physical or mental disability. The person responsible for insuring compliance with civil rights, and Section 504 regulations is the Executive Director of the Linn-Benton Housing Authority. He/She may be reached at (541) 926-4497.

REASONABLE ACCOMMODATION REQUEST FORM IS ATTACHED.

LINN-BENTON HOUSING AUTHORITY PROPERTY MANAGEMENT RENTAL PRE-APPLICATION

For Office Use Only
 Application Taken by: _____
 Name _____
 BR Size 1 2 3 4
 Date Received: ____ / ____ / ____
 Time Received: _____ am/pm
 Receipt sent: _____
Check for incomplete areas.

Please read the rental criteria sheets provided BEFORE you fill out this application and return it. **THANK YOU!**

Please mark the properties and bedroom size(s) you are interested in:

Return Completed Form to:
 Linn-Benton Housing Authority
 1250 SE Queen Avenue
 Albany, OR 97322
 (541) 928-6901
 Oregon Relay Dial 7-1-1

CORVALLIS:
CAMAS COMMONS
 1BR 2BR 3BR 4BR


LEBANON:
 CYPRESS GARDENS
Studios Only / Disabled

BROWNSVILLE:
 RIVERSIDE PARK (Family)
 2 Bedroom 3 Bedroom
 PIONEER COURT
 (1 Bedroom Only ELDERLY/DISABLED)

ALBANY:
RIVER VIEW PLACE
 (ELDERLY 55+/DISABLED)
 Studio 1 Bedroom 2 Bedroom
CLAYTON MEADOWS
 (ELDERLY 55+/DISABLED)
 1 Bedroom 2 Bedroom
COTTAGE CREEK
 (ELDERLY / DISABLED)
 Studio 2 Bedroom

SCIO:
 THOMAS CREEK COURT
 1 Bedroom 2 Bedroom

NOTE: The information you give is used to determine your eligibility. ALL AREAS MUST BE FILLED IN OR MARKED 'NOT APPLICABLE' (N/A). Incomplete pre-applications will be returned and families will NOT be placed on any waiting lists until it is received completed. **Please use ink and print your information legibly. Pre-applications that are not legible or that are completed in pencil will be returned to the applicant.**

 Do you require a rental with special features? No Grab Rails Wheelchair Accessible No Stairs Other: _____
 Do you need a Live-In-Aide? Yes No
 Are you currently receiving Section 8 Rental Assistance? Yes No

Household Composition: List all persons WHO WILL BE living in your home beginning with the head of household.

Legal Name	Sex	Relation to Head	Date of Birth	Age	Place of Birth	Social Security #
1.		SELF	/ /			
2.			/ /			
3.			/ /			
4.			/ /			
5.			/ /			
6.			/ /			

Street Address: _____ City: _____ State: _____ Zip: _____
 Mailing Address (if different): _____ City: _____ State: _____ Zip: _____
 Phone Numbers: Home: (____) _____ - _____ Work: (____) _____ - _____ Message: (____) _____ - _____

ALL CORRESPONDENCE WILL BE MAILED TO MOST RECENT ADDRESS PROVIDED ON ANY LBHA APPLICATION

PLEASE COMPLETE ON THE BACK AND SIGN.


ASSESSMENT OF HOUSEHOLD DEMOGRAPHICS

Name of Head of Household (HOH)

Name of Household Member #2

Name of Household Member #3

Name of Household Member #4

Name of Household Member #5

Name of Household Member #6

Name of Household Member #7

THIS FORM TO BE COMPLETED BY APPLICANT/TENANT

You have applied for, or currently reside in, a rental housing unit located in a development operating under the "Low-Income Housing Tax Credit" (LIHTC) Program of Section 42 of the Internal Revenue Code. The collection of certain tenant data is authorized by the Housing & Economic Recovery Act of 2008, and will be furnished to the U.S. Department of Housing & Urban Development (HUD). Each household must be offered the opportunity to disclose their race, ethnicity, and disability status. Parents/guardians are asked to disclose on behalf of all children in the household who are under the age of 18. There is no penalty for those households who do not wish to provide the requested information. However, all adult members (18 years or older) must sign/date at the bottom of this form as proof that the option to disclose was made available.

Check all that apply for each household member							
(A) Racial Categories*	Member #1 (HOH)	Member #2	Member #3	Member #4	Member #5	Member #6	Member #7
1. White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Black or African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. American Indian or Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check all that apply for each household member							
(B) Ethnic Categories*	Member #1 (HOH)	Member #2	Member #3	Member #4	Member #5	Member #6	Member #7
1. Hispanic or Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Not Hispanic or Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(C) Disability Status*: Are any household members disabled according to the Fair Housing Act? Yes No

***Please refer to the attached page for definitions of race, ethnicity, and disability.**

I/we were given the opportunity to furnish the above-listed information for our household but chose not to.
(Do NOT check this box if your household furnished the data requested in sections A, B, and C above.)

Head of Household Signature	Date	Signature	Date
Signature	Date	Signature	Date

The following racial and ethnic definitions are modeled after the OMB-approved form, “Race and Ethnic Data Reporting Form” (HUD-27061), used by the U.S. Department of Housing and Urban Development (HUD):

A. Household members can select one or more of the following applicable racial definitions:

White - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

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.”

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.

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.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

B. Household members can select one of the following applicable ethnic definitions:

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.”

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.

The following definition of “disabled” comes directly from the Fair Housing Act:

C. Per the Fair Housing Act, the definition of disabled is:

- A physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. For a definition of “physical or mental impairment” and other terms used in this definition, please see 24 CFR 100.201, available at: http://www.fairhousing.com/index.cfm?method=page.display&pagename=regs_fhr_100-201
- “Handicap” does not include current, illegal use of or addiction to a controlled substance.
- An individual shall not be considered to have a handicap solely because that individual is a transvestite.

The housing credit agency administering its low-income housing credit program must, to the best of its ability, provide this disability status information, pursuant to 42 U.S.C. 1437z-8. However, it is the tenant’s voluntary choice whether to provide such information, and questions to the tenant requesting the information must so state. If the tenant declines to provide the information, the housing credit agency shall use its best efforts to provide the information, such as by noting the appearance of a physical disability that is readily apparent and obvious, or by relying on a past year’s information. For purposes of gathering this information, no questions with respect to the nature or severity of the disability are appropriate.