



Cascade
Management, Inc.

13221 SW 68th Parkway, Suite 310, Portland, OR 97223
p 503 682 7788 | f 503 682 5656 | TDD 711

Dear Potential Applicant

Thank you for your interest in Mountain Vista Apartments!

Included in this packet is the informational flyer, application, and screening criteria. Please fill out completely and send via first class mail, fax, or drop off at Sky Vista Apartments located at 1900 Homeview Drive, Medford, OR 97501. Hours of operation are M-TH 7:00AM – 5:30PM

Be sure to include the following items:

- Application for each adult in household
- COPY of PHOTO ID for each adult in the household
- Screening Criteria page 5
- \$42.00 money order screening fee per adult

Please send all via first class mail submissions to:

13221 SW 68th Pkwy, suite 310

Portland, OR 97223

Please fax all via fax submissions to:

(877) 720-1595

Sincerely,

Bonnie Horab
Lease up Specialist



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**NOW
PRE-LEASING**

Apartment

- *Disposal
- *Dishwasher
- *Washer & Dryer
- *Patios/ Balconies
- *Air conditioning/ Ceiling Fans




**Mountain Vista
Apartments**

1947 W Stewart Ave
Medford, OR 97501



Community

- Parking*
- Playground*
- Computer Lab*
- Community Room*
- Water, Sewer & Garbage Paid*



***ADA UNITS
AVAILABLE**

Rents based on household income.

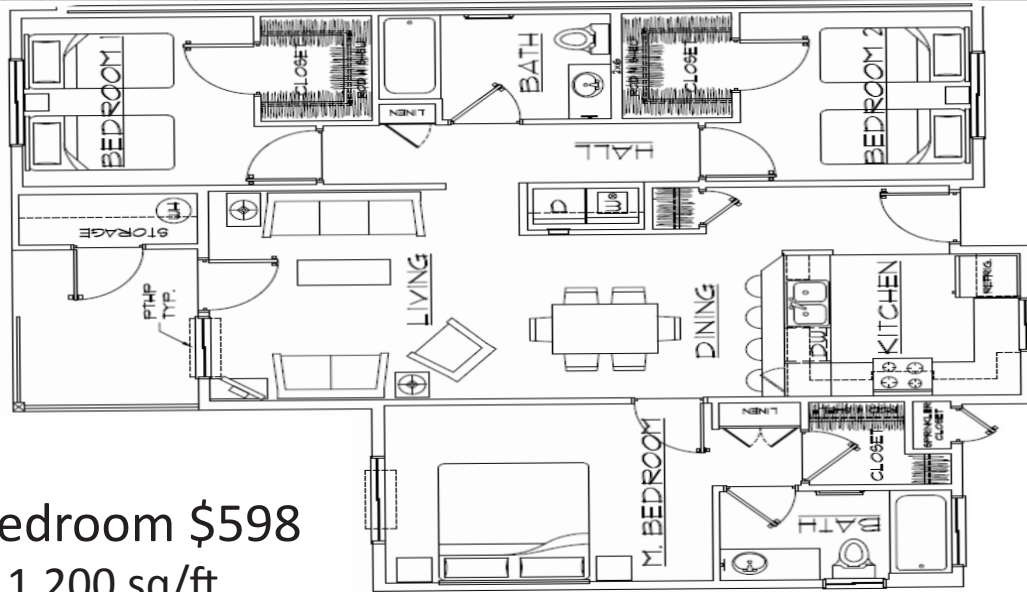
| PERSONS IN FAMILY | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| 40% AMI | \$15,040 | \$17,160 | \$19,320 | \$21,440 | \$23,160 | \$24,880 | \$26,600 | \$28,320 |
| 50% AMI | \$18,800 | \$21,450 | \$24,150 | \$26,800 | \$28,950 | \$31,100 | \$33,250 | \$35,400 |

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, religion, sex, disability, or familial status. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-59-64 (voice and TDD). This institution is an equal opportunity provider and employer.



MOUNTAIN VISTA CURRENT RENTS

Medford, OR



3 Bedroom \$598
1,200 sq/ft



1 Bedroom \$348- \$449
690 sq/ft



2 Bedroom \$529
907 sq/ft

**CALL TODAY AND MAKE MOUNTAIN VISTA
YOUR HOME! (541) 414-4418**



Cascade
Management, Inc.



Dear Valued Applicant ~

Please be aware that Cascade Management, Inc. adheres to all Fair Housing rules and regulations and does not discriminate based on race, color, creed, religion, sex, national origin, age, sexual orientation, handicap or disability, income source, or familial status.

To ensure best fair housing practices, Cascade Management, Inc. maintains and follows either a strict Tenant Selection Standard or Criteria for Residency which is made available to all upon request or included as part of the application packet.

The attached application must be completed in its entirety and returned to the property to which you are applying. All applications submitted will be placed on the waiting list by date and time received unless it is incomplete. Incomplete applications will be returned to the applicant for completion.

Applicants must meet the eligibility requirements for the property where they are applying. Each applicant must qualify individually and applicants listed as head, spouse and co-head must be eligible to enter a legal and binding contract.

All applicants are screened through an independent screening company. The independent screening company conducts all screening functions which could include rental history, credit check, and criminal convictions. The screening process is consistent for all applicants. Please refer to the screening criteria if you have questions regarding these requirements.

If you have any questions, please contact the property you are interested in and they can provide you with their property details, amenities and current availability.

Thank you for your interest in Cascade Management, Inc.



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For Office Use Only

Date / Time Received: _____ AM/PM
 Received By: _____

Mountain Vista Apartments

Please mail to:
 13221 SW 68th Parkway Suite #310
 Portland, OR 97223
 Phone: (541) 414-4418

Application for Housing

Cascade Management
 13221 SW 68th Parkway Suite #310
 Portland, OR 97223
 Phone: (503) 682-7788 Fax: (877) 720-1595

Comprehensive reusable tenant screening report is ACCEPTED NOT ACCEPTED

Unit Type Requested

Bedroom Size: (check all that apply) Efficiency Studio 1 2 3 4 5
 Project-based Section 8 Wheelchair accessibility Other _____

Contact Information

Name: _____
 Street Address: _____ Apt. # _____ City: _____ State: _____ Zip Code: _____
 Contact Phone Number(s): _____ Email: _____
 Emergency Contact Name: _____ Address: _____
 Emergency Contact Phone/Email: _____

List each person (starting with yourself) who will occupy the apartment

| Name (Last, First, Middle) <i>Please include all former, alias and nicknames used</i> | Date of Birth | Relationship to Head of Household | Social Security # (If Applicable) | State Driver's License # | Full time or Part time student Y/N |
|------------------------------------------------------------------------------------------|---------------|-----------------------------------|-----------------------------------|--------------------------|------------------------------------|
| | | Self | | | |
| | | | | | |
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Please answer and check any /all of the below that apply to your household

- Senior (55 or older) Elderly (62 or older) Disabled Homeless or at risk Veteran
- Currently have a Section 8 Voucher Currently living in a rent subsidized property
- Displaced by a government declared disaster
- Referred by a Social Service Agency (name of agency) _____
- How did you hear about our property? _____



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Income Information: List wages, salaries, SSI, disability, unemployment, welfare, child support, or ANY source of income as well as any assets currently held/owned.

| Household Member | Income Source | Amount | Type of asset | Amount |
|------------------|---------------|--------|---------------|--------|
| | | | | |
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Does anyone in your household own real estate? Yes No
 Have assets been disposed of for less than the fair market value in the past two years? Yes No
 If "Yes", please explain:

| Employment Information | Head of Household Name: | | | |
|------------------------|-------------------------|----------------|----------|-----------------|
| Employer/Company | Address | Phone # /Email | Position | Length Employed |
| | | | | |
| | | | | |

| Employment Information | Adult Co-Head Name: | | | |
|------------------------|---------------------|----------------|----------|-----------------|
| Employer/Company | Address | Phone # /Email | Position | Length Employed |
| | | | | |
| | | | | |

| Employment Information | Adult Co-Head Name: | | | |
|------------------------|---------------------|----------------|----------|-----------------|
| Employer/Company | Address | Phone # /Email | Position | Length Employed |
| | | | | |
| | | | | |

| Employment Information | Adult Co-Head Name: | | | |
|------------------------|---------------------|----------------|----------|-----------------|
| Employer/Company | Address | Phone # /Email | Position | Length Employed |
| | | | | |
| | | | | |



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| Automobile Information | | | |
|------------------------|------|-------|-----------------|
| Make | Year | Color | License Plate # |
| | | | |
| | | | |

| Current and Previous Rental History: Start with your current residence | | | | | |
|------------------------------------------------------------------------|-----------------|----------------------|--------------|---------------|--------------------|
| Landlord / Apartments | Contact Phone # | Address You Occupied | Move In Date | Move Out Date | Reason For Leaving |
| | | | | | |
| | | | | | |
| | | | | | |

Has anyone in your household ever been evicted? No Yes Date _____

Has legal notices been given where you currently live? No Yes

List all states where you have lived: _____

| Background Information | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Have you or any person who will be occupying the unit ever been convicted or pled guilty or no contest to any felony or misdemeanor? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If "Yes", type of offence _____ Where? _____ When? _____</p> <p>Is there any household member subject to a lifetime sex offender registration in any state? No <input type="checkbox"/> Yes <input type="checkbox"/></p> | |

Applicant Certification: I certify the statements made on this application are true and complete to the best of my knowledge and belief. I authorize Cascade Management Inc. to do a background check according to the screening criteria set forth for the property that I am applying and to make any inquiries necessary to evaluate my approval for tenancy. I understand providing false statements or incomplete information may result in punishment under Federal Law and is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I understand this is part of the application process and I acquire no rights to an apartment. I will be notified upon acceptance, and agree to sign a lease and pay a security deposit.

The applicant has the right to dispute the accuracy of any information provided to the owner/agent by the screening service or credit-reporting agency. The name of the screening service or credit-reporting agency is Pacific Screening.

Head of Household Signature _____ Date _____

Adult Co-Head Signature _____ Date _____

Adult Co-Head Signature _____ Date _____

Adult Co-Head Signature _____ Date _____

Screening Criteria I

Thank you for your interest in applying at one of our apartment communities. Cascade Management, Inc. (CMI) is committed to Fair Housing and follows the laws of Equal Opportunity Housing, the Fair Housing Act, the Violence Against Women Act, the Rehabilitation Act and the Americans with Disabilities Act (ADA). All reasonable accommodation request should be sent to the property you are applying to **Attn: Mountain Vista**.

If you would like to review the property selection policy please request a copy from the Community Manager.

OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises used primarily for sleeping, with at least one window, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.
2. Maximum occupancy is two (2) persons per bedroom plus one additional person. The minimum allowed occupancy is one (1) person per bedroom. Exceptions to this rule shall be made on a case by case basis on a standard of reasonableness.

GENERAL REQUIREMENTS

1. A complete and accurate application is required. Incomplete applications will be returned for completion.
2. Each applicant will be required to qualify individually and provide accurate photo identification.
3. Primary applicants must be able to enter a legal and binding contract.
4. Student Status eligibility requirements as per the program of the property.

INCOME REQUIREMENTS

A monthly household income should equal 2 times the stated monthly rent. (Does not apply to Section 8 applicants.) (Properties with PDC/PHB funding have an income to rent ratio of 1.5.)

1. All income and assets must be reported and must be verified.
2. Application will be denied if all income sources cannot be third party verified.
3. False or fraudulent statements will automatically lead to a denial of your application.
4. You must meet the income limit for the program/complex you are applying at.

RENTAL REQUIREMENTS*

1. Twelve months of verifiable contractual rental history within the past 2 years from a third-party landlord or home ownership is requested. If not provided, rental history demonstrating documented noise or disturbance complaints will be a cause for denial of your application.
2. Home ownership will be verified through the county tax assessor's office. Mortgage payments must be current. Home ownership negotiated through a land sales contract must be verified through the contract holder.



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Screening Criteria I

3. Three years eviction free rental history will be required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.
4. Rental history reflecting any unpaid damages or past due rent >\$100 will be a cause for denial of your application.

CREDIT REQUIREMENTS*

Credit will be reviewed. No rental history and/or negative credit will result in denial. Negative credit is defined as:

1. Bankruptcy reported within 1 year from the date of application
2. Bankruptcy reported prior to 1 year from the date of application and negative information followed the bankruptcy
3. Involuntary repossession
4. More than 10 collections (not related to medical expenses)

RENT WELL GRADUATES

If applicant fails to meet any criteria related to credit, evictions and/or landlord history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as “Rent Well”, Owner/Agent will consider whether the course content, instructor comments and any other information supplied by applicant is sufficient to demonstrate that the applicant will successfully live in the complex in compliance with the rental agreement. Based on this information, Owner/Agent may waive the credit, eviction and/or landlord history screening criteria for this applicant.

CRIMINAL CONVICTION CRITERIA*

Upon receipt of the rental application and screening fee, Owner/Agent will conduct a search of public records to determine whether the applicant or any proposed tenant has charges pending for, been convicted of, or pled guilty or no contest to, any: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which the applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord’s agent. A single conviction, guilty plea, no contest plea or pending charge for any of the following shall be grounds for denial of the rental application. If there are multiple convictions, guilty pleas or no contest pleas on the applicant’s record, Owner/Agent may increase the number of years by adding together the years in each applicable category. Owner/Agent will not consider expunged records.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, manufacturing or distribution of a controlled substance unless applicant provides evidence acceptable to Owner/Agent that applicant has been crime-free for at least 10 years since the later of: i) the date of release from incarceration; or ii) completion of parole.



Screening Criteria I

- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offences, weapons, violation of a restraining order, criminal impersonation, criminal mischief, stalking, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender will result in denial.

***SECOND CHANCE PROGRAM**

Applicants who qualify under the second chance program may be exempt from certain rental, credit and criminal screening requirements. However, in order to be exempt, those individuals must be involved with a Service Agency and/or be actively working to resolve whatever issues they may have. A Sponsoring Agency should be the primary agency working with the applicant and agrees to sign the Agency Agreement and be available to the Family Advocate for consultation or assistance with the second chance family.

A completed application, along with a Prospective 2nd chance tenant info form and an Agency Involvement sheet must be submitted by the applicant IN PERSON, no faxes or emails, to management.

APPLICATION PROCESS

1. Complete the application on the designated form.
2. You will be placed on the bedroom size waiting lists you qualify for. If requested, the manager will provide you with an approximate timeframe for how long the waiting list is running.
3. Pay your non-refundable credit/screening fee of \$42.00 when appropriate.
4. Once your application is selected for processing, be prepared to wait 1-2 business days for the application screening process.
5. Once screening has been approved an execution deposit may be collected within two (2) business days after screen results are received. Failure to comply with this requirement will remove you from the application process.
6. Applicants will be required to pay a refundable security deposit. The amount of the security deposit is based on the specific property requirements.



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WAITING LIST POLICY

Your application may be removed from the waiting list for the following reasons:

1. At your request.
 2. You no longer qualify under the guidelines for the complex.
 3. You have not contacted management for 60 days.
 4. At the second refusal when offered a unit.
 5. We have been unable to contact you by phone on three (3) or more occasions.
 6. Your phone is no longer in service.
-
7. You were offered and accepted a unit within the complex (your name will be removed from all other waiting lists within that complex).
 8. You are unable or unwilling to disclose information necessary to income qualify within three (3) business days of request made by management

Please Note: You will be notified in writing of your removal from the waiting list.

LIVE-IN CAREGIVER

Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver fill out an application and pay a screening fee of \$ 12.00_. A limited screening involving a credit report (for identification purposes only) and a criminal background check will be performed. The caregiver must meet requirements regarding criminal history or their application will be denied.

APPLICATION REJECTION POLICY

If your application is rejected due to negative and/or adverse information being reported, you may:

1. Contact the company that supplied the information to discuss your application.
2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit-reporting agent as per their policy.
4. Request the credit-reporting agency to submit a corrected credit check to the appropriate screening company. Upon receipt of the corrected information your application will be reevaluated for the next available unit.



Be Advised: Incomplete, inaccurate or falsified information will be grounds for denial. Any verifiable information provided to Landlord indicating that applicant's tenancy would constitute a direct threat to the health, safety and welfare of other individuals or whose residency would result in substantial physical damage to the property of others.

If your application has been denied and you feel you qualify as a resident under the criteria above, you may:

1. Submit a written explanation appealing your denial to: **Equal Housing Opportunity Manager, 13221 SW 68th Parkway Suite 310, Portland, OR 97223**

If the appeal is granted, you will be returned to the wait list as follows: appeal requests submitted within 3 business days of the denial will result in you being restored to your original position on the waitlist; appeal requests submitted beyond three (3) business days of the denial will result in you being restored at the bottom of the waitlist.

PROPERTY: _____ **UNIT:** _____

PRINT NAME: _____

I have received a copy of Cascade Management's Rental Criteria. I understand that all applications are screened by Pacific Screening.

All applicants 18 years of age and head/co head must sign below.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

