

CONVENIENT DOWNTOWN LIVING AWAITS YOU

BRAND NEW



AMAZING VIEWS

WESTTOWN ON 8th

AFFORDABLE HOUSING

1 866 541 5897

www.ForRent.com/westtownon8th

265 West 8th Ave. • Eugene, OR

OPENING SPRING 2008

DOWNLOAD YOUR APPLICATION PACKET AT
WWW.JENNINGSGROUP.COM

INCOME LIMITS APPLY

ALL UTILITIES PAID

STUDIO, 1 OR 2 BEDROOM APARTMENT HOMES

CHOOSE YOUR FLOORPLAN

GARDEN TERRACE

UNDERGROUND PARKING

FREE INTERNET ACCESS

COMMUNITY EVENT CENTER

JENNINGS & CO
PROPERTY MANAGEMENT, INC.



DESIGN COMPLIMENTS OF **FOR RENT MAGAZINE®**



WestTown on 8th

Eugene, Oregon 97401

Phone: 541-683-2271 Fax: 541-683-5983 E-mail:

Dear Applicant;

Congratulations on making the first step towards reserving a BRAND NEW unit at WestTown on 8th. The Attached information is part of a waiting list application packet, which you will need. As an affordable housing project there are several steps to the application process. If you have any questions during this process please contact our office. This packet includes the tenant selection criteria, rental application, and current rent amounts and income limits.

You have an opportunity to make this unique downtown property your home. Please read the tenant selection criteria carefully as all information will be verified. Once you have read and understand the criteria, please fill out the rental application and submit it to the rental office. At that time the \$30.00 screening fee will be collected, and all third party verifications will be sent to the appropriate parties. Written verification is required in order to ensure qualification. Once we have received all third party verifications, and all other criteria have been met, you will be notified of your eligibility for housing at WestTown.

If approved, you will be notified and a security deposit will be collected, reserving your apartment at WestTown. If you do not pay the deposit within the required time frame, we cannot guarantee you further unit availability, as units for the property are in high demand. When you come in to the office to pay the deposit, you will have the opportunity to pick your unit, based on availability, as well as establish when the apartment will be available for occupancy. You will be required to start paying rent as of that availability date. If you do not want the apartment at that time or date, or are unwilling or unable to start rent as of that date, we will move on to the next applicant on the waiting list.

It is our goal at WestTown to complete your application as quickly as possible. Application processing is expected to take from 2 to 10 working days. Again, if you have any questions about this process, please feel free to call us at 683-2271. We are excited about this project and look forward to helping you meet your housing needs!

Sincerely,

Jennings & Co.
Property Manager
WestTown on 8th



WestTown on 8th

Tenant Selection Criteria

Applicants must meet the income limits set for in IRS Section 42 of the Internal Revenue Code/Low Income Housing Tax Credit Requirements (Refer to Addendum A)). Additionally, applicants must meet the definitions in Addendum B.

A \$30.00 fee will be required for processing an application. This amount will cover the cost of obtaining credit, civil, and criminal background checks and verifying rental and employment references. An additional fee may be required if an out-of-state criminal record search is required. Each unrelated applicant shall complete an application form, and pay the processing fee. Applicants will be required to show proof of identity with a current driver's license, or other valid state issued identification, at the time of application.

Applicants will be given written information describing eligibility requirements. The property management company will maintain a waiting list of applicants in the order they are received. When vacancies occur, applicants will be asked to pay the processing fees, and update their applications as necessary. Discrimination against applicants holding a Section 8 certificate or voucher will be prohibited.

Credit History Requirements

A positive credit history is required. Slow payments, delinquent accounts, judgments, involuntary repossessions, or bankruptcy within the past two (2) years may be grounds for denial. This criteria may be waived when applicants have successfully completed a family self-sufficiency program which will aid them in maintaining future stability, including but not limited to: St. Vincent de Paul and Family Shelter Housing Program, Consumer Credit Counseling, or other similar programs determined acceptable by Metropolitan Affordable Housing Corporation.

If applicants received a poor credit rating, they will be given the toll-free telephone number of the reporting credit agency used to obtain the credit history, and when appropriate, dispute the information in that report. Applicants will have 60 days to call the agency and get a copy of their report. Applicants who do not have a credit history, or who have not successfully completed a family self-sufficiency program, but who meet all other eligibility and selection criteria, may be determined eligible by supplying one of the following:

- A. They have an approved co-signer.
- B. Pay an additional security deposit equal to one months rent.

Rental History Requirements

Applicants must have a minimum of one year good landlord references or one year of mortgage payment history, including current and prior landlord references. Rental references will be verified. References from relatives are not acceptable. Applicants who do not have rental histories, but who meet all other eligibility and selection criteria, may be determined eligible by supplying one of the following:

- A. Have an approved co-signer.
- B. Pay an additional security deposit equal to one month's rent.
- C. Provide two personal references.

Applicants who have had an FED (Forcible Entry Detainer) in the past 12 months will be denied housing. Applicants who have had an FED within the last 12 to 24 months prior to the date of application, may be denied housing because of the FED. Providing applicants meet all other eligibility requirements, applicants will be asked to pay an additional one month's rent as security. This criteria may be waived if the applicant has successfully completed a family self-sufficiency program as described under Credit History Requirements.

Behavior and Conduct

Applicants who have been convicted within the last five years of their date of application of any drug-related crime, burglary, robbery, vandalism, assault, or other crimes against persons or property, or violations of abuse, restraining or stalking orders, will be denied housing. Applicants that have conviction more than five years old may be denied housing and will be reviewed on a case by case basis. Applicants may be disqualified if they demonstrate any unacceptable behavior. Unacceptable behavior is defined as harassment of any kind, menacing behavior or threatening in nature.

Income Requirements

Applicants must have a verifiable source of income at the time the application is submitted. Applicants must have gross incomes of 2 times or net incomes of a minimum of 1.5 times the amount of monthly rent for the unit. Income must be verifiable. Verification includes, but is not limited to, wage statements, documentation of currently received spousal support/child support, trust payments, social security benefits, unemployment compensation, welfare benefits, and grants/loans, however student financial aid will not be included in calculating household income for the purposes of the Section 42 tax-credit program. Self-employed applicants will be required to show proof of income through copies of the previous years' tax returns. Income limits are defined by the federal government and updated periodically. The figures below represent 50, 58, and 60% of the median family income for the Eugene/Springfield area. Eligibility income shall not exceed these amounts at the time of admission. Below is an outline of income limits and scheduled rents for WestTown. Keep in mind that the rent limits are assigned to each unit.

	50%	60%
Income Limits		
1 Person	Leased	\$23,340
2 Person	Leased	26,640
3 Person	Leased	30,000
4 Person	Leased	33,300
Rental Amounts		
4 – Studios	Leased	
27– Studios		574
6 – One Bedrooms	Leased	
48 – One Bedrooms		615
1– Two Bedrooms	Leased	
15– Two Bedrooms		738

Students

A full time student is defined by Section 151 (c) (4) of the Internal Revenue Code as someone who during at least five calendar months during the calendar year is a full time student at a regular educational institution. Households where all members are full time students are not eligible tenants.

There are four exceptions to the full time student restriction. Full times student households that are income eligible and satisfy one or more of the following conditions can be considered an eligible tenant.

1. All members of the household are married and file a joint tax return.
2. The household consists of a single parent(s) and his/her minor child(ren), and the parent is not dependants of a third party.
3. At least one member of the household receives assistance under Title IV of the Social Security Act (i.e. AFDC assistance).
4. At least one member of the household is enrolled in a job-training program receiving assistance under the Job Training Partnership Act, or similar governmental job-training program.

Additions to the Household

Any new person wishing to become a member of a tenant household will be screened as a new applicant. He or she must submit an application, be approved, and sign onto the lease agreement prior to moving into the household. No changes should be made to the household composition within the initial six months of tenancy.

Occupancy Policy

Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping with at least one window and a closet for clothing.

Two (2) persons are allowed per bedroom regardless of age or sex.

	Minimum # per Unit/Maximum # per Unit	
Studio	1	2
1 Bedroom	1	2
2 Bedroom	2	4

Many units are wheelchair accessible and will be offered to applicants in wheelchairs first.

Co-Signers

An approved co-signer is defined as someone related by blood or who has legal responsibility for the applicant and who is able to legally enter into a contract. The co-signer must complete a rental application, pay the required processing fee, and meet the requirements as described under income and credit history. If approved, the co-signer will sign the Co-signer Agreement addendum to the Lease Agreement. As such, they are a financial guarantor for the entire term of the tenancy, and do not have any rights to occupy the unit.

Security Deposits

The security deposit is equal to one (1) month's rent. This deposit is in addition to the rent owed and must be paid in full at the time of move-in. Applicants who do not fully qualify on credit/rental histories may be required to pay a deposit equal to one month's rent in addition to the regular security deposit.

Transfers

Program requirements may require residents to relocate if their household size changes. All transfers are treated as a new move in, which will require re-certification and qualification of all household members.

General Regulations and Restrictions

Incomplete, inaccurate or falsified information will be grounds for denial of the application or subsequent termination of tenancy upon later determination of information being falsified. All applicants will be judged on the basis of the above screening criteria without regard to race, color, religion, national origin, sex, handicap, gender, disability, sexual orientation, familial status, or any other protected class.

Rejections

Applicants who are denied housing will be mailed prompt written notification stating the reason for the denial. For applicants who do not have a mailing address, the denial letter will remain at the property management office for pick-up.

Applicants who have additional information that could change the denial decision may submit an explanation in writing to the property management company and the application will be re-evaluated. A unit will not be held open however, and applicants if determined eligible, will be given the next available unit in the appropriate bedroom size.

APPLICANT/TENANT QUESTIONNAIRE

All household members 18 or older (or if under 18 and qualified as Head, Co-Head, or Spouse) must complete a separate questionnaire. Check "Yes" if the question applies to your current situation, "No" if it does not apply now (or over the next 12 months), or "Anticipated" (Antic.) if it doesn't currently apply but will within the next 12 months. Include assets of children. **Management may not complete this form.**

Applicant/Tenant Name: _____

Unit #: _____

Applicant/Tenant Estimated GROSS Monthly Income: \$ _____

Yes	No	Antic.	
			I am entitled to file a joint tax return.
			I am employed and receive wages.
			I am employed and receive tips/commissions/bonuses.
			I am employed at more than one job (NOT self-employed).
			I am self-employed and/or own a business.
			I am on leave of absence from work. If yes, for how long? _____
			I receive unemployment benefits.
			I receive Workman's Compensation.
			I am a full or part-time student.
			I intend to become a full or part-time student within the next 12 months.
			I receive (or have been awarded) financial assistance to attend college.
			I receive Social Security income.
			I receive Supplemental Social Security (SSI).
			I have a pension plan at work (NOT yet receiving income).
			I have an IRA (NOT yet receiving income).
			I receive income from a pension/annuity/retirement/IRA fund/Trust fund.
			I receive income from multiple pension/annuity/retirement/IRA funds/Trust funds.
			I am receiving (or entitled to receive) child support.
			I am receiving (or entitled to receive) alimony.
			I receive assistance from a Public Housing Authority.
			I receive AFDC/TANF assistance (NOT including Food Stamps).
			I receive money periodically from my family, church, friends, etc.
			I have (check one): <input type="checkbox"/> one <input type="checkbox"/> multiple savings account(s).
			I have (check one): <input type="checkbox"/> one <input type="checkbox"/> multiple checking account(s).
			I have (check one): <input type="checkbox"/> one <input type="checkbox"/> multiple money market account(s).
			I own (check one): <input type="checkbox"/> one <input type="checkbox"/> multiple certificate of deposit(s).
			I own stocks/bonds (not held in a retirement plan).
			I have a Life Insurance policy (exclude Term Life).
			I own real estate or I am in the process of selling real estate.
			I have another form of income not specifically referenced above.
			I have disposed of assets (including cash, real estate, etc.) for less than Fair Market Value (FMV) during the past two years.

I have **NO** assets:

True False – If under \$5,000, complete the Under \$5,000 Certification.
If over \$5,000, third-party verification must be obtained.

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Signature of Applicant/Tenant

Date

NOTE: Section 1001 of Title 18 of the U. S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

RENTAL APPLICATION

To be completed by each unmarried adult

ALL UNITS SUBJECT
TO AVAILABILITY

JENNINGS&CO
PROPERTY MANAGEMENT INC



PROPERTY ADDRESS		UNIT RENT	UNIT DEPOSIT	<input type="checkbox"/> LEASE	<input type="checkbox"/> MONTH TO MONTH
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DATE	TIME	DATE UNIT WANTED	UNIT FEES
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PAID: <input type="checkbox"/> CHECK	<input type="checkbox"/> CASH	<input type="checkbox"/> OTHER	APPLICANT SCREENING CHARGE (NON-REFUNDABLE)	SCREENING FEE \$
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NAME (APPLICANT)			
DATE OF BIRTH	SOC. SEC. #	DR. LIC. #/STATE	
PRESENT STREET ADDRESS		CITY	STATE ZIP
FROM	TO	PHONE ()	
LANDLORD NAME		PHONE ()	
FORMER STREET ADDRESS		CITY	STATE ZIP
FROM	TO	FORMER LANDLORD	PHONE
PRESENT EMPLOYER			
PHONE	POSITION	HOW LONG? (DATE HIRED)	
GROSS PAY \$	OTHER INCOME (2ND JOB) \$	SOURCE	

NAME (APPLICANT)			
DATE OF BIRTH	SOC. SEC. #	DR. LIC. #/STATE	
PRESENT STREET ADDRESS		CITY	STATE ZIP
FROM	TO	PHONE ()	
LANDLORD NAME		PHONE ()	
FORMER STREET ADDRESS		CITY	STATE ZIP
FROM	TO	FORMER LANDLORD	PHONE
PRESENT EMPLOYER			
PHONE	POSITION	HOW LONG? (DATE HIRED)	
GROSS PAY \$	OTHER INCOME (2ND JOB) \$	SOURCE	

RELATIVE / PARENT	ADDRESS	PHONE
PERSON TO NOTIFY IN CASE OF EMERGENCY	ADDRESS	PHONE
HAVE YOU EVER BEEN EVICTED? <input type="checkbox"/> YES <input type="checkbox"/> NO DATE / /		
HAVE YOU EVER BEEN CONVICTED OF OR PLED GUILTY TO ANY FELONY OR MISDEMEANOR? <input type="checkbox"/> YES <input type="checkbox"/> NO WHERE WHEN		

OTHER	OTHER OCCUPANTS: NAME	AGE OR DATE OF BIRTH	AUTOMOBILES	LICENSE NO.	PETS- subject to approval by management Number and type: _____	
			OTHER VEHICLES			Do You Intend to Use: <input type="checkbox"/> WATERBED <input type="checkbox"/> AQUARIUM <input type="checkbox"/> MUSICAL INSTRUMENT _____
						Do you have Renter's Insurance? <input type="checkbox"/> YES <input type="checkbox"/> NO
				PARKING SPACES NEEDED		

APPROVAL	Why are you vacating your present place of residence? _____
	Have you given legal notice where you now live? <input type="checkbox"/> YES <input type="checkbox"/> NO
	I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I/We understand that giving incomplete or false information 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. Owner/Agent has charged a screening fee as set forth above. Applicant screening entails the checking of the applicant's credit, income, and other criteria for residency. The applicant has the right to dispute the accuracy of any information provided to the owner / agent by the credit reporting agency. <i>Applicant's copy of this application shall be the receipt for the screening fee. The name and address of the credit reporting agency is:</i> CBI/EQUIFAX, P.O. BOX 740241, Atlanta, Georgia 30374; 1-800-685-1111
	If the application is approved, applicants will have 24 - 48 hours from the time of notification to either execute a rental agreement and pay all monies required thereunder or, if unit not available until a future date, make a deposit to hold the unit and execute a deposit receipt which will provide for the forfeiture of the deposit if applicants fail to occupy the unit. If applicants fail to timely take the steps required above, they will be deemed to have refused the unit and the next application for the unit will be processed.
APPLICANT X _____ SPOUSE X _____	

FOR OFFICE USE ONLY	*CBI IN FILE	NO RECORD	R.C.C.	PHOTO I.D.	EXP.	D.O.B.
	CBI RESULTS			CURRENT ADDRESS OF APPLICANT		
	*CURRENT LANDLORD HOW LONG	RENT PAYMENTS - CURRENT	\$	PREVIOUS LANDLORD HOW LONG	RENT PAYMENTS - PREVIOUS	\$
	UNIT CONDITION - CURRENT			UNIT CONDITION - PREVIOUS		
	COMMENTS - CURRENT			COMMENTS - PREVIOUS		
	COMMENTS - CURRENT			COMMENTS - PREVIOUS		
	*EMPLOYMENT: HOW LONG?	INCOME	FULL TIME	PART TIME	POSITION	
	*SPOUSAL EMPLOYMENT: HOW LONG?	INCOME	FULL TIME	PART TIME	POSITION	
	DECLINED	APPROVED	COMMENTS/REASON			
	APPLICANT NOTIFIED	DEP. IN BY	RENT STARTS			