



KEHILLAH HOUSING  
cedar sinai park

## Standard Criteria and Process for Residency

The apartment unit you are applying for operates under HUD Project Based Section 811 guidelines. This program is designed to provide housing for very low income households.

If at any time during the application process you require a reasonable accommodation for a disability, please contact management at 503 535 4210.

### **Occupancy Policy**

Occupancy is based on the number of bedrooms in a unit. Two persons are allowed per bedroom with a minimum of one person per bedroom, plus one additional person per household.

### **Social Security**

All applicants must provide documentation of social security numbers for each member of the household prior to move-in. Copies of social security number verification will be obtained for all household members.

### **Income**

An applicant's or applicants' gross annual income cannot exceed the very low (50%) of the median income limits published by HUD for the property.

### **Employment**

Employment History is not required but must be reported if any exists or you are currently employed.

### **Rental History**

An applicant's rental history will be subject to the following screening criteria:

- Previous positive verifiable rental history from a third party reference, if applicant has prior rental experience.

CSP Kehillah Housing does not discriminate against any person in housing or services directly or indirectly on the basis of race, color, religion, sex, gender, sexual orientation, national origin, age, familial status, or disability.

Mailing Address: 6140 SW Portland, OR 97221, Telephone: 503.535.4210  
Site Address: 6000 SW Beaverton Hillsdale Hwy, Portland, OR 97221



- Three years of eviction free rental history is required. Any household containing a member who was evicted in the last three years from a federally assisted housing for drug-related criminal activity will be denied.
- Rental history demonstrating documented noise or other disturbance complaints will result in denial.
- Three or more 72-hour notices within a period of one year will result in denial.
- Past due rent or damages exceeding \$200 will result in denial, unless the debt is settled.

### **Credit Requirements**

A consumer credit report will be obtained. Outstanding bad debt of more than \$3,000 reported on the credit file will result in a denial, unless the debt is a verifiable medical expense, or the debt is a bankruptcy and no negative information has been reported since the bankruptcy. Ten or more past-due accounts on the credit file will result in a denial.

### **Criminal Conviction Criteria**

Management will review records for any criminal history. A conviction, guilty plea or no-contest plea for the following crimes will be grounds for denial of the rental application:

- A conviction, guilty plea or no-contest plea, ever, for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes (including child sex crimes), drug-related offenses (sale, manufacture, delivery or possession with intent to sell), class A/Felony burglary or Class A/Felony robbery;
- A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole has occurred within the last seven years for any other felony charges;
- A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole has occurred within the last seven years for any Class A misdemeanor or gross misdemeanor involving assault, intimidation, sex related, property damage or weapons charge;
- A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole has occurred within the last three years for any Class B or C misdemeanor in the above categories or any misdemeanor involving criminal trespass I, theft, dishonesty, or prostitution; and
- Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

CSP Kehillah Housing does not discriminate against any person in housing or services directly or indirectly on the basis of race, color, religion, sex, gender, sexual orientation, national origin, age, familial status, or disability.

Mailing Address: 6140 SW Portland, OR 97221, Telephone: 503.535.4210  
 Site Address: 6000 SW Beaverton Hillsdale Hwy, Portland, OR 97221



## **Denial Policy**

Failure to meet any of the above criteria shall result in denial of the application. A discrepancy between any of the information provided in the application and information verified by the screening company will result in a denial of the application.

You have the right to dispute the accuracy of any information provided by Kehillah Housing Property Management or by the credit or background screening service. If your application is denied due to unfavorable information received during the screening process you may:

- Appeal to Property Management: respond in writing within 14 days. Explain the reasons you believe your application should be approved and request a review of your file. Refer to the Appellate Process attached to your Adverse Action letter from Pacific Screening for details regarding documentation to submit with your letter. Property Management will respond in writing to an appeal within five business days.
- Contact the screening company that supplied the information.
- Contact the credit reporting agency to identify the source of unfavorable information.
- Correct any incorrect information through the credit reporting agency as per their policy.
- 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 re-evaluated for the next available unit.

CSP Kehillah Housing reserves the right to deny or approve an applicant's application based on any risk factor believed to exist or for other extenuating circumstances.

CSP Kehillah Housing does not discriminate against any person in housing or services directly or indirectly on the basis of race, color, religion, sex, gender, sexual orientation, national origin, age, familial status, or disability.

Mailing Address: 6140 SW Portland, OR 97221, Telephone: 503.535.4210  
Site Address: 6000 SW Beaverton Hillsdale Hwy, Portland, OR 97221

