

Station 162
304 SE 162nd Avenue
Portland, OR 97233

TENANT SELECTION PLAN

Quadriplegics United Against Dependency, Inc. (QUAD Inc.) is a Portland-area nonprofit organization that provides wheelchair-accessible apartment living to adults with severe physical disabilities. Station 162 is a new affordable housing community developed by QUAD Inc. targeted for low-income Seniors and households who require the features of a fully accessible unit.

Station 162 is located at 304 SE 162nd Avenue, Portland, Oregon 97233. Station 162 has 43 apartments: forty-one (41) one-bedroom apartments and two (2) two-bedroom apartments. Twenty-five (25) of the apartments have been designed to be fully wheelchair accessible for households in which one or more members are reliant on a wheelchair for mobility. Seventeen (17) of these 25 fully accessible apartments have Project Based Section 8 rent subsidies with preference for households whose incomes is below 50% AMI. With wheelchair, accessible apartments and barrier free design that accommodates seniors and persons with severe physical disabilities, Station 162 provides an excellent environment for aging-in-place.

Following are the procedures used by QUAD Inc. in selecting tenants for Station 162, and the policies that apply to the selection of tenants. QUAD Inc. is an Equal Housing Opportunity provider and is committed to process all applications in a fair and consistent manner.

Station 162 Eligibility requirements and Screening Criteria

1. **Project Specific Requirements:** Seventeen of the wheelchair accessible apartments at Station 162 have Project Based Section 8 vouchers. These apartments are specifically designated for persons who require the features of a fully accessible unit.

2. **Income:** To be eligible to become a tenant at Station 162 an applicant household must meet the income requirement for the apartment. Nine (9) of the apartments are for households with incomes of less than 30% of Area Median Income (AMI). Thirty-four (34) of the apartments are designated for households with annual incomes of less than 50% of AMI. The following table shows the income limits for this property for 2018:

Household Size	30% AMI	50% AMI
1	\$17,100	\$28,500
2	\$19,560	\$32,600
3	\$21,990	\$36,650

3. **Criminal Record:** All applicants are required to complete a Tenant Screening and Background Check for each adult household member and live-in aide. A poor rental history or criminal record may result in denial of the applicant household. QUAD Inc. has engaged a professional rental screening company to conduct a search of public records to determine whether the applicant or any proposed applicant has been convicted of, or pled guilty or no contest, to any crime. Current registered sex offenders will be denied. Any of the following may be grounds for denial:
 - Conviction, guilty plea or no contest to any felony involving serious injury, extensive

property damage, theft, sex crimes, hate crimes, or drug related offenses.

- Conviction, guilty plea or no contest to any misdemeanor involving serious injury, extensive property damage, theft, sex crimes, hate crimes or drug related offenses within the last five (5) years.
- Pending charges for any crime will result in suspension of the application process until the charges are resolved. Upon resolution, if an apartment is available the application process will be completed. An apartment is not held open during the resolution process.

4. Prior Rental History: The applicant must be able to demonstrate that his or her conduct in present or prior housing has been such that admission to Station 162 would not adversely affect the health, welfare, or safety of other residents and staff, or the physical environment, or the financial stability of Station 162.

Applicants who have been evicted from rental housing at any time may be denied. Any applicant household containing members evicted in the past five (5) years, from federally assisted or other housing, for drug related activity will be denied unless the applicant can prove that the evicted household member has completed an approved supervised drug rehabilitation plan, or evicted member no longer resides with the applicant household.

Rental history demonstrating noise or other disturbance complaints, lack of cooperation with management regarding rules and lease terms, mistreatment of staff, issues involving chemical, alcohol or drug abuse, unauthorized household members or violations of the rental agreement or state law may result in denial.

5. Credit and Debt: Applicants who have a history of late rent payments or Non-sufficient checks (NSF) within a three-year period may be denied.

6. Application Order of Preferences:

	Project Based Section 8 Units (17) All Wheelchair Accessible	Non-Project Based Section 8 Units – Total of 26 units	
		8 units Wheelchair Accessible	18 Adaptable units
Order of Preferences	1. 0 to 30% AMI (Extremely low income) <1 point > 2. Referral from Agency <2 points> 3. Verified need of Accessible Features <3 points> 4. Extenuating circumstances transfer for safety <10 points>	Applicants Referred by Agencies with MOUs and needing Wheelchair Accessibility features of the unit	Applicants referred by agencies with MOUs
		All Others needing Wheelchair accessibility features of the Unit	All Others
		Other eligible qualified applicants referred by agencies and who requested an ADA unit, but would either not directly benefit from or have not been able to prove 3 rd party verification of their need for the wheelchair-accessibility features of the unit.	
		All Others	

Referral Process

QUAD Inc. has several MOU's with numerous social services agencies in the state of Oregon. When their client is in need of housing they send completed rental applications by fax, email or by mail to the Project Rental Office as listed in the application process. QUAD Inc. does not actively contact referring agencies to fill vacant unit as it has an extensive wait list due to the need for affordable housing in the Portland, Oregon market.

Station 162 Application Process

1. **Rental Application:** Each adult in the household must submit a completed Station 162 Housing Application. The application is available at the Project Rental Office and by calling Station 162 at 503-954-1961 or Fax to 971-271-7939 via email at 162info@quadinc.org. The application must be complete to be accepted. The Station 162 Housing Application requires information about the head of household and all household members, including income and credit, rental history and criminal background. Applications must be written legibly in ink with no spaces left open. Parts of the application that don't apply to the applicant should be marked N/A. The application must be signed and dated. Applications may be mailed, faxed or delivered in person to the Station 162 office at 304 SE 162nd Avenue, Portland 97233.
2. **Assistance Completing the Application:** Applicants requiring assistance in completing the application can contact QUAD Inc. at (503) 954-1961 or via email at info@quadinc.org for assistance or for application materials in an alternate format.
3. **Waiting List:** If an apartment is not immediately available when an application is received the applicant is added to the waiting list. Applications are date stamped when received. Applications are added to the waiting list in chronological order by date and time received. A separate waiting list is kept for the wheelchair accessible apartments that have Project Based Section 8 vouchers. Applicants may ask to be considered for apartments that have Project-Based Section 8 vouchers and for those that do not have voucher assistance.

Applicants will be added to the waitlist by the date and time of their application. Those who have extremely low-income will be given preference. If multiple applicants meet the same preference they will be listed in order that their application was received within that preference. Those who provide verification of their need for an accessible unit will be pulled from the waitlist in this order when a vacancy occurs. Those who have requested an ADA unit but would not directly benefit from the wheelchair-accessibility features of the unit will be given opportunity next.

A person whose application has been added to the waiting list is not yet approved for housing. When an apartment becomes available the next applicant on the waiting list is contacted and his or her application is then screened and verified. Approval may only be given after verification of all eligibility requirements including, but not limited to, income, rental history and criminal background. A Third-Party screening service is used to verify income, criminal activity, rental history and credit.

Applicants must notify management if any of the following changes occur:

- Address, telephone number and/or email
- Income
- Qualifications for a preference
- Household composition
- Criminal History

Applications will be removed from the wait list if:

- The household no longer meets the eligibility requirements for the property or the project
- The household fails to respond to a written notice requesting response in the timeframe indicated in the notice
- The household is offered and rejects two units on the property.
- Mail sent to the address listed on the application (or updated by notification) is returned as undeliverable
- Changes in household size put the applicant household outside of the minimum or maximum occupancy standards
- At least once each year, applicants who have been on the wait list for longer than 6 months will receive a letter asking the household to confirm its continued interest in remaining on the wait list for the property. Applicants must respond to the letter in the timeframe indicated in order to maintain their position on the wait list. Applicants who do not respond in the timeframe indicated, or whose letter is returned as undeliverable, may be removed from the wait.

Procedures for Accepting and Approving Applications

1. Waitlist: Applications are added to the waiting list in the order they are received. Applications are not screened or approved until such time as the applicant is being considered for a vacant unit for which they are eligible. Applicants must participate in an eligibility interview, and must be determined to meet the eligibility criteria for Station 162.
2. Selection/Notification: When an apartment becomes available, QUAD Inc. will select the next appropriate applicant from the waiting list. QUAD Inc. will notify the applicant by telephone and/or email. Two attempts will be made. The applicant must respond within 72 hours of notification in order to proceed with the application.

If there is not response within 72 hours after this contact attempt, the applicant will be mailed a rejection letter stating the reason for the rejection by 1st Class Mail. Once the rejection letter is sent the next appropriate applicant will be contacted. When an applicant responds to the QUAD Inc.s” contact and is still interested in the available housing a notice will be mailed to them to inform the applicant of the date, time and location of a scheduled application interview, who should attend, and what documents to bring. Being invited to attend an interview does not constitute approval for housing through QUAD Inc.

3. Removal from Waiting List: Applicants will be removed from the waiting list if they cannot be contacted at the time their application is being considered. It is the responsibility of each applicant to notify QUAD Inc. of any change in contact information, such as address, telephone or email change.
4. Interview: Applicants must attend a rental interview. If the applicant is unable to attend a scheduled interview, the applicant must contact QUAD Inc. in advance of the interview time to schedule a new appointment. In all circumstances, if an applicant does not attend a scheduled interview, QUAD Inc. will send another notification letter with a new interview appointment time. If an applicant fails to attend two scheduled interviews without QUAD Inc. approval, QUAD Inc. will reject the application and will send the applicant a notice stating the rejection and that they will subsequently be purged from the waitlist

5. **Accessible Units:** Available units will be given to eligible, qualified applicants on the waiting list in this order for the 25 apartments designated for those who have a documented need for the accessible features in the unit:
- First, to an eligible qualified tenant having a disability requiring the wheelchair accessibility features of the vacant unit.
 - Second, to an eligible qualified applicant on the waiting list having a physical disability requiring the wheelchair accessibility features of the vacant unit.
 - Third, to other eligible qualified applicants who requested an ADA unit, but would either not directly benefit from or have not been able to prove 3rd party verification of their need for the wheelchair-accessibility features of the unit,
 - Last, other eligible qualified candidates.

These preferences for the all-wheelchair accessible units as well as other adaptable units are shown in the Table at the end of this Plan, labeled Station 162 Order of Preferences. For all other units, qualified applicants will be selected from the waiting list based on referring agency preference and the date and time their application was received.

Identifying applicant needs for accessible units or features

QUAD Inc. complies with section 504 of the Rehabilitation Act, the Fair Housing Act and Title VI of the Civil Rights Act of 1964 and will not discriminate in any program receiving federal financial aid from HUD. QUAD Inc. has designed Station 162 to be readily accessible and usable by individuals with need for the accessible features in the units. Twenty-five (25) of the apartments at Station 162 are fully wheelchair accessible. Common spaces are designed to be accessible as well. QUAD Inc. will make every effort to match the wheelchair accessible units with residents who most need this accessibility.

Third Party Screening

1. During the interview, QUAD Inc., will review all application materials and insure that all portions of the application are complete. Applicants will show an original state issued picture ID, valid original social security card, or equivalent identification, and a state issued birth certificate. At this time the applicant will pay the application screening fee, which covers the cost of third party screening.

When the interview is complete QUAD Inc. will send the application information to its third-party screening service for verification of rental history, income and credit, and criminal history information. When the results of the screening are received, QUAD Inc. will determine if the applicant meets the eligibility criteria for Station 162. QUAD Inc. will notify the applicant in writing of the approval or rejection of the application. If an applicant is rejected, the letter of denial will include an explanation of why it was denied.

2. If an application is rejected due to an unfavorable credit report, the denied applicant will be informed that he or she may:
 - Contact the credit reporting company at: Rental Services Inc., 10050 Ralston Road, suite #7 * Arvada, CO 80004 * (303) 420-1212 * Fax (303) 420-1477
 - Correct any misinformation as outlined by the credit reporting company.
 - Request a corrected report sent to QUAD Inc.

Upon receipt of a satisfactory, updated report, the application may be considered for the next available apartment.

Review of Denied Applications

QUAD Inc. will notify applicants who are determined to be ineligible by letter stating the reason(s) the application was denied. The rejected applicant will also be advised that he or she has 14 days in which to request a meeting to discuss the denial. QUAD Inc. will give the applicant a written final decision within five (5) business days of the response or meeting. This written decision is final. QUAD Inc. will keep the following materials on file for at least three years: initial denial notice, any applicant replies, QUAD Inc.'s final response, and all interview and verified information on which QUAD Inc. based the denial.

Managing the Waitlist

QUAD Inc. will request approval from Oregon Housing and Community Services (OHCS) to close a waiting list, in whole or in part, when an adequate pool of applicants to fill each unit size has been achieved. An adequate pool is defined to be an inventory of applicants sufficient to fill vacancies over a two-year period. The estimated inventory needed for two years is based on average turnover rate for the property. When a closed waitlist has been reduced to a one-year inventory, the waitlist will be re-opened. QUAD Inc. will publish a notice in local newspapers of general circulation, minority media, media outlets and agencies serving seniors and persons with disabilities, as well as in other suitable media outlets that QUAD Inc. is reopening the waiting list. The notice will comply with HUD fair housing requirements, and will specify what unit sizes the waitlist is being reopened for, who may apply, and where and when applications will be received. The notice announcing the reopening of the waiting list will be published at least 10 business days prior to the date applications will first be accepted. The notice will specify where, when, and how applications are to be received.

Occupancy Standards

The occupancy standards for Station 162 are designed to permit tenants to select apartment sizes appropriate for their needs while preventing overcrowding and/or underutilization of our buildings. QUAD Inc. permits occupancy as follows:

- 1 bedroom: up to three occupants
- 2 bedrooms: up to five occupants

Security Deposit Requirements

A security deposit equal to one month's rent is required prior to move in. QUAD Inc. may approve a payment plan for the security deposit based on verified need.

Fair Housing- Non-discrimination and Civil Rights laws

It is the policy of QUAD Inc. not to discriminate in the housing it sponsors, operates and manages on the basis of race, color, religion, sex, handicap, disability, familial status, sexual orientation or national origin; and to administer its programs and activities relating to housing in such a manner as to affirmatively further fair housing. As a part of its Fair Housing Policy, the Board of Directors of QUAD Inc., to the best of its knowledge and belief, assures and certified that in its housing and housing-related activities it will comply with Title VI of the Civil Rights Act of 1964

- The Fair Housing Act
- Section 504 of the Rehabilitation Act of 1973
- Section 3 of the Housing and Urban Development Act of 1968

- The Americans with Disabilities Act

Reasonable Accommodation

Applicants with disabilities retain the right to request reasonable accommodations in rules, policies, practices or services including those pertaining to the application process if such modifications are necessary to afford the applicant equal opportunity. Requests for reasonable accommodation should be made to Management and will receive a written response within fourteen days. If an accommodation for disability is needed by an applicant or tenant, so that he or she can fully access the housing and services, a request for reasonable accommodation related to their disability may be submitted. Reasonable accommodation includes application materials in an alternate format, please contact us at (503) 954-1961 or email 162@quadinc.org.

QUAD Inc. is committed to making the Station 162 community readily accessible and usable by individuals with disabilities. QUAD Inc. will consider any request by or on behalf of a resident or applicant for a reasonable accommodation relating to a change in its rules or policies; or for a reasonable modification relating to alterations of the common areas or an individual apartment. Such request shall be made in writing to QUAD Inc., Section 504 Coordinator, 5100 SW Macadam Avenue, #130, Portland Oregon 97239. If it is not possible to make the request in writing, QUAD Inc. will assist the person making the request to provide the necessary information upon request.

If a request for a reasonable accommodation or modification is granted, the cost to perform the accommodation or modification will be paid by the project unless the request will impose an undue financial or administrative burden on Station 162 or QUAD Inc. or would fundamentally alter the nature of the services provided by Station 162.

In most instances QUAD Inc. will allow a disabled person to have an assistance animal that is related to and necessary for the disabled person to enjoy the benefits of housing at Station 162. An assistance animal may be rejected if the animal poses a direct threat to the health and/or safety of others that cannot be reduced or eliminated by reasonable accommodation or the animal would cause substantial damage to the property of others, or the presence of the animal would cause undue financial or administrative burden to Station 162 or QUAD Inc.

No Smoking

Station 162 is a smoke free community. Smoking is prohibited everywhere on the property, including individual apartments, common areas and outside spaces that are on the project's premises.

Unit and Facility Transfers

Any current QUAD Inc. tenant may request a transfer to another unit or another QUAD Inc. building by completing a new application for an apartment in the same or a different building and submitting it to QUAD Inc. The following criteria apply to unit/facility transfers for Non-PBV units:

- The tenant must have a minimum of 1 year of favorable rental history with QUAD Inc. Favorable rental history includes timely payment of all rents, deposits and charges, no lease violations, no disruptive behavior and no interference with the management of the building.
- Management will review the request for transfer and, if approved, the tenant will be added to the bottom of the waiting list for the requested facility and must wait until his or her name comes to the top of the list for the appropriate unit.

- A unit/facility transfer can only be requested one time in a five-year period.
- Tenants must maintain their favorable rental history during the time they are on the waiting list.
- If applicable to the unit, both QUAD Inc. and Home Forward must approve the transfer.

It is the resident's responsibility to bear the cost for all moves, unless the move is required by Management due to unforeseen circumstances such as damage from water or fire. In all instances of unit transfers, a new lease will be executed.

Live In Aides

A disabled resident may have a live-in aide as a member of his or her household if the aide meets the requirements listed below. A live-in aide is a person who resides with a person who is disabled and who:

- Is determined essential to the care and well-being of the person
- Is not obligated for the support of the person
- Would not be living in the unit except to provide the necessary supportive services
- A relative may be a live-in aide but must meet all the requirements listed above
- A live-in aide may not qualify for continued occupancy as a remaining family member if the disabled resident moves out.

Student ineligibility

Generally, households of full time students are not eligible for housing at Station 162. QUAD Inc. will review the exceptions for students when an application for housing is screened for eligibility.

Violence Against Women Act (VAWA)

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women but are available equally to all individuals regardless of sex, gender, identity or sexual orientation.

Protections for Applicants- If you otherwise qualify for assistance under **Project Based Voucher** you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Protections for Tenants- If you are receiving assistance under **Project Based Voucher** you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under **Project Based Voucher** solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household- Station 162 may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence,

sexual assault, or stalking.

If Station 162 chooses to remove the abuser or perpetrator, Station 162 may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, Station 162 must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, Station 162 must follow Federal, State, and local eviction procedures. In order to divide a lease, may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit- Upon your request, Station 162 may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, we may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking. If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation.

(2) You expressly request the emergency transfer. Your housing provider may choose to require that you submit a form or may accept another written or oral request.

(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR
You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

Confidentiality- Station 162 must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

Station 162 must not allow any individual administering assistance or other services on behalf of Station 162 (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

Station 162 must not enter your information into any shared database or disclose your information to any other entity or individual. Station 162, however, may disclose the information provided if:

- You give written permission to Station 162 to release the information on a time limited basis.

- Station 162 needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HP or your landlord to release the information.

VAWA does not limit Station 162's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws

Resident Concerns and Grievances - Problem Solving

1. **Open-Door Policy-** QUAD Inc. management has an open-door policy to resolve problems or concerns from residents and staff. Many problems are due to misunderstandings or to a lack of knowledge or experience. Both tenants and staff are encouraged to bring any issue or concern to the immediate attention of management for resolution. Management may be unaware of the problem, and it is important that residents are comfortable in reporting problems so that they can be resolved quickly and informally. Our goal is to resolve problems equitably for all parties.
2. **Outcomes and Resolutions-** Management will make every effort to resolve concerns quickly and fairly, using the standards of "frequency and severity" when resolving problems. After discussion with all parties the Manager will notify the parties involved of their decision. This may be by verbal or written notification. Verbal resolutions will be recorded in the resident file. Matters involving employee corrective actions are confidential and cannot be disclosed to residents.

Problem Solving Procedure

1. **Settle the problem when it occurs-** Tenants, staff, and management need to feel comfortable in addressing issues amongst themselves. Both parties should be opened minded to compromise and to working toward a solution. **Remember:** Identifying the problem is the first step in solving it.
2. **Discuss/Report the problem to management-** Problems that cannot be resolved when they occur must be reported and discussed with management as soon as possible after the initial incident happens. This is normally accomplished by one or all parties completing and signing an Incident Report with the facts surrounding the incident from their point of view. Reports from Tenants may also be verbal, emailed or delivered in some other format. Management's goal is to gain an understanding of what the problem is so it can be resolved. Any problem related to the Project Manager may be submitted directly to the CEO or his designee.
3. **Management review and resolution-** The Manager will review all of the documented facts and will employ the standards of Frequency and Severity in determining a resolution. A face-to-face meeting may be scheduled to resolve the dispute if necessary. Residents may bring an advocate (Case Manager, Family member, etc.) to the meeting if desired. A written record of the meeting will be kept and entered into the appropriate personnel, resident, or business file. Copies of the record will be available upon request to all involved parties.

4. **Submit it to the QUAD Inc. Chief Executive Officer for review-** If any party is dissatisfied with the Manager's resolution, either party, including the residents advocate, may submit a written request for review to the QUAD Inc. CEO within 5 working days of the manager's decision. The CEO will review the written record and issue a written decision within 10 working days from receipt of the request for review. Copies of the review will be filed in the appropriate tenant or employee file.
5. **Appeal to the QUAD Inc. Board of Directors-** If the CEO's written decision is unable to resolve the dispute, the decision may be appealed in writing to the QUAD Inc. Board of Directors Human Resources Committee. The Human Resources Committee will review the record and the Directors written decision and issue a written resolution within 30 days of the receipt of the appeal. The Human Resources Committees resolution will be the final disposition of the matter.

Lease Termination/Eviction Procedures

Evictions will be issued within the provisions of the Tenant Lease/Rental Agreement, Oregon laws and the OHCS LIHTC manual. All evictions will be for "good cause". "No cause" evictions are not allowed. State and local law determine good cause. Non-renewal of a lease agreement without good cause is prohibited.

Reporting Changes in Household Composition

All changes in household composition must be reported within fourteen days of the occurrence. Additional household may not be added in the first 6 months of a lease. New household members must meet eligibility requirements and have prior written approval by QUAD Inc.

Questions: If you have questions regarding the application, eligibility, services offered, or your place on the waiting list please call (503) 287-4260 ext. 102 or email info@quadinc.org. Information is also available via the internet at www.quadinc.org