

Coming Fall of 2020!



# CEDAR GROVE APARTMENTS

13400 NW Cornell Road  
Beaverton, OR 97229

**studio, 1, 2 & 3  
bedrooms**

**public plaza**

**onsite services**

**community room**

**\*income restrictions  
apply\***

## FOR MORE INFORMATION

EMAIL: [cedargrove@ipmco.com](mailto:cedargrove@ipmco.com)

PHONE: 503-875-3453

**IPM**  INCOME  
PROPERTY  
MANAGEMENT CO.



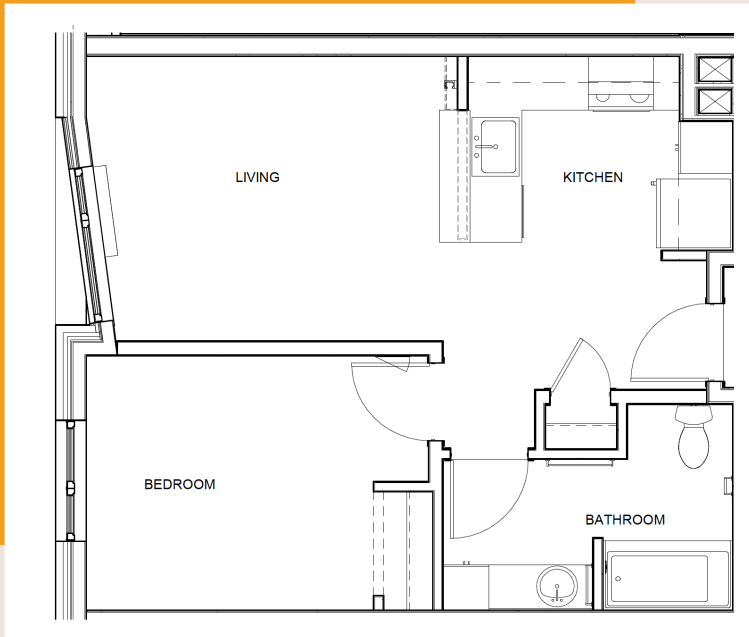
Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, and disability in the admission or access to, or treatment or employment in its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. The Fair Housing / 504 Coordinator has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988). IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Ave. Suite 220, Portland, OR 97201 Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900



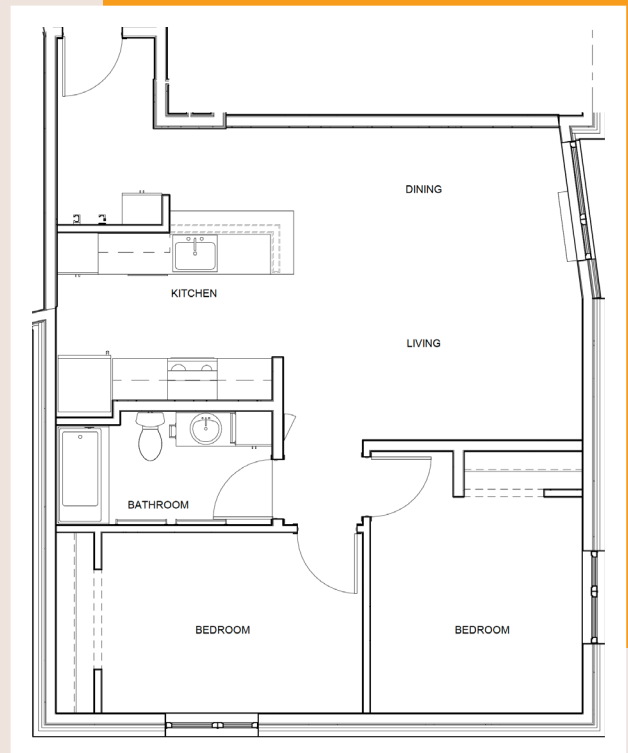
# FLOOR PLANS

Cedar Grove offers a variety of studio, 1-, 2- and 3- bedroom apartment homes

## 1 Bedroom Floorplan Sample



## 2 Bedroom Floorplan Sample



## CEDAR GROVE APARTMENTS

### - OPENING INFORMATION -

We are now accepting pre-applications for tenancy at Cedar Grove, a new affordable apartment building in Beaverton, scheduled to open in November 2020.

Pre-applications will be date/time stamped when received. All received by 5pm on September 10th will be put into an initial lottery to be first in line to apply for the first available units. Those applications will be sorted for the lottery randomly, according to bedroom size but without regard to date received. The remaining applications will be placed on a waitlist and processed in the order received for the next available units.

**Location:**

**13400 NW Cornell Road  
Beaverton, OR 97229**

**Pre-leasing contact information:**

**Cedar Grove C/O Income Property Management  
1800 SW 1st Avenue, Suite 220  
Portland, OR 97201**

**Phone: (503) 875-3453  
Fax: (503) 223-3843  
Email: [cedargrove@ipmco.com](mailto:cedargrove@ipmco.com)**

### STUDIO, 1, 2, AND 3 BEDROOM APARTMENTS ARE AVAILABLE

#### Current Income Limits

Household Size	1	2	3	4	5	6	7
40% income limit (studios only)	\$25,800	\$29,480	N/A	N/A	N/A	N/A	N/A
50% income limit	\$32,250	\$36,850	\$41,450	\$46,050	\$49,750	\$53,450	\$57,150
60% income limit	\$38,940	\$44,460	\$50,040	\$55,560	\$60,060	\$64,500	\$68,940

#### Rent and Occupancy Standards

Bedroom Size	Rent	Occupancy Standard – Minimum/Maximum household members per unit size
Studio	\$587	1-2
One	\$798	1-3
Two	\$1164	2-5
Three	\$1343	3-7

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## **CEDAR GROVE**

### **TENANT SELECTION PLAN**

#### **AFFORDABLE PROGRAM SUMMARY**

Cedar Grove offers 44 units of affordable housing, including studios, one, two, and three bedroom units. Rent and income limits are restricted by the Low Income Housing Tax Credit (LIHTC) program at or below 60% of median family income. Additionally, eight of the units come with Project-based Section 8 Vouchers (PBVs) provided by the Housing Authority of Washington County. The PBVs give preference to households with incomes at or below 30% MFI, and those that are homeless or at risk of homeless. The PBV units are preferred for applicants referred through Community Action.

#### **OCCUPANCY POLICY**

Occupancy is based on the number of bedrooms in a unit and allows a minimum of one person per bedroom, and a maximum of two persons per bedroom plus one additional per unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)

#### **WAITLIST POLICY – Non-PBV units**

1. Preliminary Applications are to be completed by the head of household and submitted to the Management Agent. Applications are date & time stamped, placed on a list for the appropriate bedroom size(s), and processed in the chronological order received.
2. When units with accessible features become available, persons with disabilities requiring the accessible features will be given priority over others on the list. Otherwise applications will be processed in the order received.
3. As vacancies occur, the manager will call down the list based on bedroom size and chronological placement. The waitlist will be documented with the time, date, and result of the call.
4. The first applicant to respond to management and submit a fully completed application will be the first applicant considered for the unit. Applicants who are not first to respond, but do confirm their continued interest will retain their original chronological place on the list. Applicants who do not respond within three business days will be removed from the list. Applicants who decline current unit but wish to stay on list may do so twice, third time will be removed.
5. Upon approval, the Applicant will be notified and a move-in date scheduled. Denied Applicants will be notified regarding the reason for the denial.
6. Manager will update the waitlist as changes occur, and e-mail their current list to IPM compliance by the fifth of each month for archive. All activity on the list must be clearly documented so that auditors can readily see the timeline through which each application progressed.
7. To allow for referrals from partnering agencies, Management Agent will not close the list but will purge the waitlist minimally once per year, and may do every six months. When the waitlist is purged, Applicants will be given fourteen days written notice to confirm their continued interest in the property or be removed from the list.
8. Current residents approved for in-house transfers will be given preference over other applicants on the list. Current residents who come to top of the requested transfer list will be re-qualified as for a new move-in and will need to meet current income guidelines, screening criteria, and occupancy standards. While all residents have a right to submit a pre-application and be considered for transfer, residents must be in good standing (i.e. no lease violation notices in last six months, no balances owing, and no damages and/or housekeeping issues) to be considered eligible for transfer. If approved for transfer, the security deposit for the original unit will be closed and a new deposit paid for the new unit.

## **WAITLIST POLICY – PBV units**

The waitlist for the units with project-based subsidy is managed by the Housing Authority of Washington County (HAWC). Please contact HAWC for information regarding the application process for the PBVs.

## **GENERAL REQUIREMENTS**

1. Current, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
2. For the background screening, each applicant will be required to qualify individually. Denial of one household member will result in denial of all household members.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, tenancy may be terminated.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others will be denied.
6. Per HUD & LIHTC regulations, with limited exceptions, households which are comprised entirely of full-time students may not be eligible for housing. NOTE: If after taking occupancy, the household becomes comprised entirely of full-time students and does not meet any of the exceptions, that household will no longer qualify and will be required to vacate the premises.
7. With limited exceptions, Applicant will have five business days from the date of the original application to provide management with all verifications, signatures, and documentation necessary to determine qualification.

## **INCOME CRITERIA**

1. The household's maximum monthly income cannot exceed the most restrictive (lowest) income limit for any/all affordable housing programs assigned to the unit.
2. Monthly household Income should be at least one and one half **(1.5) times** the monthly stated rent\* (plus utility allowance, if utilities are tenant paid). Exceptions will be made to income/rent ratios for those with a minimum of six months of documented, guaranteed rental assistance and/or for those with verified assets on hand sufficient to pay rent and utilities for a minimum of six months.  
\*If applicant will be using local, state or federal housing assistance as a source of income, "monthly stated rent" as used in this section means that portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.
3. Applications for which the documentation provided is insufficient to determine income or other program qualification requirements per HUD &/or LIHTC requirements will result in denial.
4. Income and assets of all household members will be verified per methods approved by HUD and/or LIHTC regulations. Verification requests will be mailed, e-mailed, or faxed by management, directly to the verifying institution/agency or employer and not hand-carried by applicant.

## **RENTAL HISTORY CRITERIA**

1. Lack of rental history will not in itself be cause for denial.
2. Rental history reflecting past due and unpaid balances to a landlord in excess of \$1000 will result in denial of the application. Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years will result in denial.

## **EVICTION HISTORY CRITERIA**

Three years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

## **CRIMINAL CONVICTION CRITERIA**

Upon receipt of the Rental Application and screening fee, Owner/ Agent will conduct a search of public records to determine whether charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any of the following crimes as provided in ORS 90.303(3): drug-related crime; person crime; sex offense; crime involving applicant or any proposed resident or occupant has a "Conviction" (which means: 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 to peaceful enjoyment of the premises of residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicant, or any proposed occupant, has a Conviction In their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit. A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

1. Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
2. 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 5 years.
3. Misdemeanors involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 3 years.
4. Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, 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 1 years.
5. Conviction of any crime that requires lifetime registration as a sex offender will result in denial.

## **CRIMINAL CONVICTION REVIEW PROCESS**

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, convictions if applicant has satisfied all other criteria (the denial was based solely on one or more convictions) and:

1. Applicant has submitted supporting documentation prior to the public records search; or
2. Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation. Supporting documentation may include:
  - a. Letter from parole or probation office;
  - b. Letter from caseworker, therapist, counselor, employer, teacher, etc
  - c. Certifications of treatments/rehab programs;
  - d. Certification of trainings completed;
  - e. Proof of employment; and
  - f. Statement of the applicant.

Owner/Agent will:

1. Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
2. Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
3. Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.

### **VAWA POLICY**

VAWA housing protections that were passed in 2005 help prevent discrimination against, and unjust evictions of, survivors of domestic violence in public and assisted housing. Incidents related to domestic violence may sometimes result in background screening denials. If an applicant believes this is the case, they may request an appeal to overturn the denial. To process the appeal management may require:

1. *Third party verification that the abuse occurred.* Such documentation may include but not be limited to: Court records (e.g. restraining orders or orders protecting from harassment or stalking), police reports, documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing the abuse or the effects of the abuse.
2. *Documentation linking the reason for the denial to the abuse.* This may include a written statement from the Applicant or from his or her advocate, explaining how the domestic violence contributed directly to the issues that triggered the screening denial, and showing that the timelines for both issues coincide.
3. If occurrence of domestic violence is confirmed and all reasons for the screening denial are shown to be a result of circumstances related to the abuse, the denial may be overturned.

### **REASONABLE ACCOMMODATION**

1. In certain circumstances Income Property Management will make reasonable adjustments to rules policies, practices, services, or physical structures in order to serve the needs of a person with a disability. To show that an accommodation is necessary, there must be a proven relationship between the requested accommodation and the person's disability.
2. A resident or applicant, or someone acting on behalf of the resident or applicant, may make a request for reasonable accommodation at any time. While it is preferable to submit the request in writing on the form available in the Property Manager's Office, the request may also be made verbally to any member of the Management staff.

REV 04 15 2020

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**PRE-APPLICATION FOR HOUSING – CEDAR GROVE**

Cedar Grove location: 13400 NW Cornell Road | Beaverton, OR 97229

Pre-leasing correspondence to: Cedar Grove C/O IPM 1800 SW 1<sup>st</sup> Avenue, Suite 220, Portland, OR 97201  
p. 503.875.3453 | f. 503.223.3843 | e. [cedargrove@ipmco.com](mailto:cedargrove@ipmco.com) | TTY: 1-800-735-2900

BR size(s) requested:	Received by (staff initials):	Date/time received:
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List each household member who would be living in the unit, including yourself.

NAME (LAST, FIRST, MIDDLE)	DATE OF BIRTH	HOUSEHOLD MEMBER'S RELATION TO YOU	Please check your preferred unit size(s)	
		SELF	Studio	<input type="checkbox"/>
			1BR	<input type="checkbox"/>
			2BR	<input type="checkbox"/>
			3BR	<input type="checkbox"/>

1. Total estimated household income: \$ \_\_\_\_\_ monthly annually (circle one)

2. Your contact information:

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. How did you hear about Cedar Grove?

\_\_\_\_\_

4. Would you or a member of your household benefit from a reasonable accommodation

(for example a wheelchair accessible or ground floor unit) based on a disability?

Yes  No. If yes please describe: \_\_\_\_\_

***I certify the above information is true and correct to the best of my knowledge:***

Head of household Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: This pre-application is only to establish your place on the non-subsidized waiting list. Once your name comes up on the list, it will be necessary to process a full application and verify all the information necessary to determine your eligibility for tenancy. (If you are interested in a unit with rental subsidy, please contact the Housing Authority of Washington County). REV 07/09/2020

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