

Thank you for submitting a Tax Credit Waitlist Application

1. Preliminary Applications are to be completed by the head of household and submitted to the Management Agent who will date and time stamp them in the order received. Applicants are placed on the waitlist in chronological order and upon request, provided a copy of their stamped pre-application to confirm placement and estimated wait time.
2. When units with accessible features become available, persons with disabilities requiring the accessible features will be given priority over others on the list. Emergency transfers from properties within the portfolio approved to accommodate extenuating circumstances, and current Residents approved for in-house transfers will also take precedence over others on the list.
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. Management Agent may also purge each waitlist with a mailed notice, every six months or annually. The notice will give the applicants fourteen days written notice to confirm their continued interest in the property or be removed from the list.

Next Steps:

- Once an application is received, we will enter the information into our data base. It can take five to seven business days to complete this process.
- If we can't read information on your application, or the information is incomplete, we will send the application back to you and ask you to clarify the items that were unreadable. If you do not return the application within the allotted timeframe your name will not be put on the list

Maintaining Your Name on the Waitlist

- **New Columbia must have your current information at all times.** The two most common reasons we must cancel people from waitlists are 1) They do not respond to mail we send them, and 2) The Post Office returns the mail to us. If you do not have a current mailing address, you can use an agency, family member, or post office box. Also please make sure that we have a current working phone number. Please submit all changes in writing within 10 day of change.
- New Columbia updates Tax Credit waitlists each year. We send out a letter asking if you still want to be on the waitlist You must respond within 14 days or we will cancel your application. You should regularly check all addresses you gave us to make sure you receive all New Columbia mail.

Once You Reach the Top of the List

- The **Screening Criteria** explains how New Columbia screens applicants once they reach the top of the waitlist, a copy of our screening criteria will be included with your screening application once you get selected. It is also available at the New Columbia office and on New Columbia's website.

Pre-Application for Housing – New Columbia (Non-Subsidy)

Received by	BR Size(s) _____	For Office Use Only: Date /Time received:
--------------------	----------------------------	---

1. List each household member who would be living in the unit, including yourself:

Name (First, Last)	Household Member's Relation to You
	Self

2. Unit size requested: 1 BR 2 BR 3 BR 4 BR

3. Your Contact Information:

Street _____ Apt. # _____

City/State/Zip Code: _____

Phone: _____

Email: _____

4. Please check here if you require an ADA accessible unit

By my signature below I acknowledge receipt of the Waitlist Policy, and confirm that all information provided above is true and complete to the best of my knowledge.

Signature _____ **Date** _____

Note: This Pre-Application is only to establish your place on the waiting list. Once your name comes up on the list, it will be necessary to process a full application and verify all the information required to determine your eligibility for tenancy.

REV 11/09/2018

<p>Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, 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 person named below 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).</p> <p align="center">IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Avenue, Suite 220 Portland, OR 97201 Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900</p>
--

