



**PCRI USE ONLY**  
(Date/Time Received)

RVCD By: \_\_\_\_\_

Name of Head of Household: \_\_\_\_\_

### WAITLIST/PRE-APPLICATION PROCEDURES

Thank you for your interest in joining PCRI's Affordable Housing waitlist!

PCRI's affordable rental homes are made up of a mix of single-family homes, small multi-plexes and community apartments located throughout North, Northeast and Southeast Portland for rent below market rates. While the rent amounts for these units are reduced, this is NOT a subsidized waitlist. Units are offered once they come available, on a first come first serve basis in the date/time stamp order of our applicants.

You must update your information and interest in January and June of each year in order to remain Active on the list. If you fail to do this, you will lose your spot and be removed from the waitlist. In order to be placed on the waitlist after being removed, you must complete a new pre-application form and begin again at the bottom of the list. New pre-applications will be posted to the waitlist in the order received and must provide photo ID per each adult household member to be copied for file. Incomplete pre-applications will not be added.

#### Instructions to Remain Active on the Waitlist

In January and June of each year you will need to go to [pcrihome.org/waitlist](http://pcrihome.org/waitlist) and follow the prompts, leaving your full name, mailing address, current phone number, email address & any changes to income or assistance in order to remain active on the waitlist.

***If you are unable to contact us using our online option:*** In January and June of each year call (503)288-2923 x210. Leave a message at the tone; leave your full name, mailing address, current phone number, and changes to income or assistance, with the purpose of the call **ONLY** to update the Waitlist status. Your information will be retrieved from this message line and renewed on the waitlist. This phone line is for recording waitlist updates only; calls will not be returned. If you are unable to contact us via phone or online, you can visit our office at 6329 NE MLK Jr Blvd, Portland, OR 97211.

***In the event that your information changes,*** please follow the instructions outlined above to update your information. It is the applicant's sole responsibility to inform PCRI of any changes to their information.

**We do not disclose waitlist position.** Once you reach the top of our waitlist we will contact you using the information provided on your pre-application, via mail and e-mail (if applicable) or by phone if no e-mail address is available. It is the applicant's responsibility to notify us in the event that their information changes (please see Instructions above). PCRI is not responsible for lost or misdirected mail.

After we have received your household's full application, you will be given two (2) opportunities to apply for upcoming vacancies in the bedroom size(s) you request. The units offered are based on what is available when you reach the top of our waitlist. After declining two unit opportunities, regardless of bedroom size, you will be moved to the bottom of the waitlist. If we have not heard from you within seven (7) calendar days after PCRI notifies you of upcoming units, you will be removed from our waitlist. Please refer to PCRI Criteria for Residency form for more details.



PORTLAND COMMUNITY REINVESTMENT INITIATIVES

*"Meeting the affordable housing needs of the community"*

6329 NE Martin Luther King Jr. Blvd. Portland, Oregon 97211-3029 (503) 288-2923 FAX (503)288-2891 TTY711





Affordable Housing  
Waitlist Pre-Application

<b>PCRI USE ONLY</b> (Date/Time Received)
RVCD By: _____ AMI% _____

Please be aware that PCRI adheres to all Fair Housing rules and regulations and does not discriminate based on race, color, creed, religion, sex, national origin, age, sexual orientation, handicap or disability, income source or familial status. Applicants with hearing impairment may call 711 to receive assistance through a telephone relay system. If applicants require assistance (Reasonable Accommodation) in the pre-application process, please advise a PCRI staff member. It is the responsibility of the applicant to fully complete and sign the pre-application. Incomplete pre-applications will not be waitlisted.

**Contact Information – Head of Household**

First Name	Last Name	Email Address	
Current Mailing Address	City	State	Zip
Daytime Phone Number	Message Phone	Date of Birth / /	

**Bedroom Size Preference:** Please indicate the unit size you are requesting by checking the corresponding box(es) below. If your household size does not meet occupancy restrictions as charted below we cannot add your household to the waitlist.

Please Select Bedroom Size(s)	Occupancy Restrictions		
	Minimum Persons/Maximum Persons per bedroom to qualify		
	Bedroom Size	Min Occupancy	Max Occupancy
<input type="checkbox"/>	Studio	1 Person	3 People
<input type="checkbox"/>	One Bedroom	1 Person	3 People
<input type="checkbox"/>	Two Bedroom	2 People	5 People
<input type="checkbox"/>	Three Bedroom	3 People	7 People
<input type="checkbox"/>	Four Bedroom	4 People	9 People
<input type="checkbox"/>	Five Bedroom	5 People	11 People

Household compositions not meeting Occupancy Restrictions, Incomes exceeding 60% of the Median Income and/or incomes not meeting the 1.5x rent minimum income requirement are not eligible for our waitlist. Please refer to the PCRI Criteria for Residency for more details.

- Do you currently have a Section 8 Voucher? Yes  No   
If yes, Number of bedrooms approved for? \_\_\_\_\_ Voucher Rental Limit? \_\_\_\_\_
- Do you require a Disabled Accessible Unit? Yes  No   
If you answer "yes" to the above, please specify accommodation requested: \_\_\_\_\_
- Were you referred by a Social Service Agency? (name of agency) \_\_\_\_\_
- Do you have animals (Subject to approval by Management)? Number and type: \_\_\_\_\_  
If yes, Is this animal a reasonable accommodation/companion animal? \_\_\_\_\_
- How did you hear about the PCRI Affordable Housing Waitlist/Rentals? \_\_\_\_\_
- Have you been displaced by a government action or a presidential declared disaster? Yes  No
- Have you or has any member of your household been involuntarily displaced from North or Inner Northeast Portland\* at any time since 2000 due to increasing rents or the sale of the property in which you were a resident?  
Yes  No

\*North/inner Northeast Portland is defined as: North of I-84, South of Columbia Blvd., West of 60<sup>th</sup> Ave, East of BNSF Rail Line (BNSF Rail Line runs near North Portland Road, slightly west of North Clarendon Ave and Northgate Park)



If you answered "Yes" to Question #7 on previous page, please describe the home/apartment you were renting at this time:

Address \_\_\_\_\_  
 When were you displaced? \_\_\_\_\_ # of Bedrooms \_\_\_\_\_  
 Check the type of property: Single Family Home  Apartment  Other   
 How much was your monthly rent before you were displaced? \_\_\_\_\_ /Month  
 How much was the increased/unaffordable rent? \_\_\_\_\_ /Month

For Statistical Purposed Only: Completion of this section is optional. Declined to Report   
 Please complete to represent combined demographics for all household members

RACE  
 White  American Indian or Alaska Native  Asian  Black or African American   
 Native Hawaiian or Pacific Islander  Other   
 ETHNICITY  
 Hispanic or Latino  Non-Hispanic/Non-Latino

**Family Information:** Please list all household members (including dependents, unborn children, foster children, etc.). List the source and amount of all current income received by all family members, including yourself. Include all earnings and benefits received from AFDC/TANF, VA, Social Security, SSI, SSDI, Unemployment, Worker's Compensation, Child Support, etc.

First & Last Name	Date of Birth	Relationship to Head of Household	Social Security #	Estimated Annual Income
1		Self/Head		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Each applicant must qualify individually and applicants listed as head, spouse and co-head must be eligible to enter a legal and binding contract. All applicants are screened through an independent screening company. The independent screening company conducts all screening functions which could include rental history, credit check and criminal convictions. The screening process is consistent for all applicants. Please refer to the screening criteria if you have questions regarding these requirements. There is a \$35 screening fee per adult household member accessed only upon full application after unit(s) offered and tour has been conducted by the applicant. We do NOT accept screening fee(s) with pre-applications.

**This Pre-Application is only to establish your place on the waitlist. 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. By signing below you acknowledge you have received and agree to the Waitlist/Pre-Application Procedures and Criteria for Residency.**

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

