

Plaza Los Amigos Frequently Asked Questions

- **When will applications start being accepted?**

- We will begin accepting applications on November 18, 2023 starting at 10:00 a.m at Centro Cultural located at 1110 N Adair St., Cornelius, 97113. Completed applications will be received on a first-come, first-served basis. To ensure your application is complete, please review all sections, complete it to the best of your ability, and make sure the application is signed by all adult applicants.

***Please note, applications will only be accepted at Centro Cultural on November 18th. After that, please go to the temporary leasing office at 2200 E Baseline St. Unit C, Cornelius, OR 97113.**

- **Can I submit an application by email?**

- Yes. Completed applications may be submitted in-person or by email. However, if submitted by email, digital signatures cannot be accepted. Applicants can print out the application, sign it, and email a scan or a photo of the signed application page, making sure that the signature is readable. Applications will be timestamped using the date and time they were received. Please note that if photos or scanned applications are submitted, we may need the original to be turned in. The reason is photos and scans can end being blurry or be difficult to difficult to read. If you do submit your application via email, please make sure to keep the original.

- **Will the application be available on paper or in an online form?**

- There will be a PDF application that can be completed; However, it will need to be printed, physically signed, and sent. Once the application is completed and signed, it can be delivered in one of the following ways:
 1. Mailed to the Temporary Leasing Office, 2200 E Baseline St. Unit C, Cornelius, OR 97113
 2. Scanned and emailed to plaza@nwrecc.org
 3. Faxed to 971-438-1006
 4. Hand-delivered to the temporary leasing office.

- **Are there washer and dryer hookups in each unit?**

- The 1 and 2 bedroom units do not have washer and dryer hookups, but there is a community laundry room on site. 8 of the 3-bedrooms have unit hookups, but we will not provide a washer or dryer.

- **Where can we grab an application once they are open?**

- At the temporary office (2200 E Baseline St. Unit C) by mail, email, fax or website.

- **Will the square footage of each unit be listed with its layout?**

- Unfortunately, no. There will be a layout for each unit size on the website and we will list the square footage range for each unit size. Placement in each unit will be based on availability and will be offered in accordance with the resident selection plan and when the application is received. The site team will have drawings of each unit that applicants can review.

• **What bus/max routes are nearby?**

- Nearby bus stops include: Baseline St. and S 4th, Baseline St. and N 31st, SE TV HWY and Cornelius Pass.
- Nearby Max routes include SW Baseline and 345th (East) (10 minute walk)

• **What are the maximum income restrictions?**

- Each unit will have a 30% AMI restriction or a 60% AMI restriction. Please confirm with your manager to find out what income limit applies to your household size and the unit you are applying for.

Household size	30%	60%
1 Person	\$23,700	\$47,400
2 Person	\$27,090	\$54,180
3 Person	\$30,480	\$60,960
4 Person	\$33,840	\$67,680
5 Person	\$36,570	\$73,140
6 Person	\$39,270	\$78,540
7 Person	\$41,970	\$83,940
8 Person	\$44,670	\$89,340
9 Person	\$47,370	\$94,740
Income Limits are subject to change based on Federal requirements.		

• **What are the minimum income requirements?**

- Households must have a gross monthly income of 1.5 times the monthly rent. (This does not apply to households with a Section 8 or RLRA voucher.) Please confirm with the manager to find out the monthly rent and minimum income requirement for the unit you are applying for.

• **What documents will I have to provide?**

- To qualify, we will need to verify the household income, assets, and student status of each individual household member to ensure the household meets the income restrictions. We will also need identification for people over 18 years of age. We cannot provide a detailed list of what is required for income and asset verification, but below are the general items that will be required. During the application process, the site team will have questionnaires that will determine all verifications that would be necessary.

- 4-6 consecutive payment receipts

- Verification of non-work income (Social Security, disability payments, family allowances, etc.)
- 6 months of consecutive bank statements (if applicable)
- State or federal identification for all adult household members.
- Examples of acceptable forms of identification
- Driver's license, state identification card
- Military ID card
- Social Security Card (not required) with Birth Certificate

• **How much is the rent?**

- 1 bedroom (range) \$560-\$1,100
- 2 bedrooms - \$1,380
- 3 bedrooms- \$1,590

• **How much is the security deposit?**

- Security deposits will be equal to one month's rent.

• **What school would my child attend?**

- Pre K- 4th – Cornelius Elementary
- 5 & 6th – Tom McCall
- 7th & 8th – Niel Armstrong Middle School
- 9th – 12th – Forest Grove High School

• **Are pets Allowed?**

- Yes, up to two pets are allowed and a pet deposit of \$300 is required for the first pet and an additional \$150 for the second pet. Residents can pay \$50 initially and then pay \$10 per month until the deposit is paid in full.

• **Are utilities included?**

- Water, sewer and garbage are included in the rent; however, residents must put the electric service in their name and pay for the electric use of their unit.

• **Is smoking allowed?**

- Smoking is not allowed.

- **When will the units be available for move in?**

- Units are anticipated to be move-in ready beginning April 15, 2024.

- **Is a social security number required?**

- We will ask for social security numbers or Individual Taxpayer Identification Number (ITIN). If individuals do have a social security number or ITIN, we will ask for verification (social security card or ITIN verification). However social security numbers or ITIN numbers are not required.

- **Are there any preferences for the waiting list? Such as for victims of domestic violence?**

- No, the waiting list is based on the order in which the application is received.

- **Will there be an elevator?**

- Yes.

- **How can I apply for a voucher with Washington County?**

- Please visit the Washington County website to obtain more information on the Housing Choice Voucher program. Website is listed below.

<https://www.washingtoncountyor.gov/housing/rental-assistance-programs/housing-choice-and-project-based>