

# Kirkland Annex

7810 SE Foster Road • Portland, OR 97206-5168

Phone 503.774.8885 • Fax 503.774.9180

www.theunionmanors.org



Dear Prospective Resident:

Thank you for your inquiry regarding residency at Kirkland Annex. This facility is a 50 unit non-profit apartment complex for the elderly and mobility-impaired. We are situated in southeast Portland on Foster Road close to 1-205, Eastport Plaza and Clackamas Town Center. We have enclosed an Application for Residency, a Reference Checklist, an authorization to release credit information, a citizenship declaration and copies of the Criteria for Residency and Waiting List Policies. Please read each form carefully and complete each as accurately as possible.

You must complete the Application, sign the Reference Checklist and authorization for release of credit information and complete the citizenship declaration. After receipt of these completed forms, your application will be reviewed. If your application is not accepted, you will be notified and given 14 days to appeal that denial. Otherwise, your name will be placed on our waiting list.

Kirkland Annex offers rental assistance to those who qualify under regulations of the Section Eight Program of the United States Department of Housing and Urban Development. The amount of rent you would pay is calculated at 30% of your adjusted income. Rent does not include utilities, such as electricity, natural gas, your telephone or cable television.

Kirkland Annex is a smoke free facility. No tenant, relative or guest shall be permitted to smoke anywhere on the entire premises including, but not limited to, apartments, the common area, elevators, stairwells, landings, garden, sidewalks and parking lot.

We thank you very much for your inquiry. Please be aware that waiting time for an apartment is given only as an approximate period of time. Due to the length of our waiting list at the present time, there is no method to determine an exact waiting time. We suggest you contact our office periodically as to your status on the waiting list. This will keep you informed as well as helping us keep our waiting list updated. If any information on your application changes such as address and/or telephone number, we ask that you notify us immediately in order to keep your application information current.

Sincerely,

A handwritten signature in blue ink that reads "Nelson Franks". The signature is fluid and cursive, with a long horizontal stroke at the end.

Nelson Franks

## RETIREMENT LIVING AT ITS BEST

This facility does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs or activities. 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 DCFR Part 8 dated June 2, 1988)  
Greg Franks, 1625 SE Lafayette Street, Portland, OR 97202-3862, phone 503.231.4922, fax 503.235.5915

