

# KIRKLAND UNION MANORS

3530 SE 84TH AVENUE  
PORTLAND, OR 97266  
TELEPHONE: (503) 777-8101  
FAX: (503) 774-5586



Dear Prospective Resident:

Thank you for your inquiry regarding residency at Kirkland Union Manor. The Manor is a 281 unit non-profit apartment complex for the elderly and mobility-impaired comprised of three Manors, Kirkland I, Kirkland II and Kirkland III. We are situated in southeast Portland on Powell Boulevard close to 1-205. Enclosed are brochures and other printed matter which contain pertinent information regarding the Union Manors as well as the Application for Residency and other necessary paperwork to be completed to apply to Kirkland Union Manor. Please read each form carefully and complete each as accurately as possible. If you are interested in also applying at Westmoreland's Union Manor or Marshall Union Manor you will need to contact their office directly to request their Criteria for Residency as each facility maintains building specific Criteria.

You must complete all pages of the Application packet and sign the enclosed Reference Checklist where indicated. 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 Union Manor 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 include utilities, such as electricity, water and garbage, but does not include your telephone or cable television.

**Kirkland Union Manor is a smoke free facility.** No tenant, relative or guest shall be permitted to smoke anywhere on said property except in the designated marked smoking area. Smoking will not be allowed anywhere on the entire premises including, but not limited to, the apartments, common areas, elevators, stairwells, hallways, landings, gardens, sidewalks, patios and parking lots except in the designated marked smoking area.

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. A change of address notification form has been included for this purpose.

Sincerely,

A handwritten signature in blue ink that reads 'Nelson Franks'. The signature is fluid and cursive, written over a white background.

Nelson Franks  
Administrator

