

Kirkland Union Plaza

1414 Kauffman Avenue • Vancouver, WA 98660-2771

Phone 360.694.4314 • Fax 360.694.4529

www.theunionmanors.org



Dear Prospective Resident:

Thank you for your inquiry regarding residency at Kirkland Union Plaza. Kirkland Union Plaza is a 60 unit non-profit apartment complex located in Vancouver, Washington for those 62 years of age and older. The building and property are 100% tobacco free. Applicants eligible for admission need to meet the following criteria: family of two or less – one of whom is age sixty-two or older, must qualify as very low income as determined by the U.S. Department of Housing and Urban Development, comply with tenant selection criteria, and meet the terms of the lease. En-closed are brochures and other printed matter that contain pertinent information regarding our facility as well as the Application for Residency and other necessary paperwork to be completed to apply. Please read each form carefully and complete each as accurately as possible.

You must complete and sign all pages of the Application packet. In addition, you must sign the enclosed Reference Checklist and Authorization to Release Credit Information, 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 decision. If your application is accepted you will be notified that your name has been placed on our waiting list.

For those who qualify under regulations of the Section 8 Program of the United States Department of Housing and Urban Development, the rent is 30% of the adjusted gross income per month. Rent includes utilities, such as electricity, water and garbage. Telephone and cable television are not included.

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 regarding your status on the waiting list. This keeps you informed as well as helps 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. If you have questions, please call 360-694-4314.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick O'Toole", is written over a white background.

Patrick O'Toole
Administrator
Enclosures

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)
Patrick C. O'Toole, 1625 SE Lafayette Street, Portland, OR 97202-3862, phone 503.231.4922, fax 503.235.5915

