

WESTMORELAND'S UNION MANOR

6404 SE 23RD AVENUE • PORTLAND, OR 97202

TELEPHONE: (503) 233-5671

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Dear Prospective Resident:

Thank you for your inquiry regarding residency at Westmoreland's Union Manor. The Manor is a 300 unit non-profit apartment complex located on approximately 7 acres in southeast Portland for those 62 years of age or older. Applicants eligible for admission need to meet the following criteria: family of two or less - one of whom is age sixty-two or older, meet income guidelines set forth by HUD (now applicable at WUM), comply with tenant selection criteria, and meet the terms of the lease. Enclosed are brochures and other printed matter that contain pertinent information regarding the Union Manors as well as the Application for Residency and other necessary paperwork to be completed to apply to the Manor. Please read each form carefully and complete each as accurately as possible. If you are interested in also applying at Kirkland 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 and sign all pages of the Application packet including the Applicant Declaration Format. 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. Otherwise, your name will be placed on our waiting list.

The Market Rent at Westmoreland's Union Manor is \$840.00 for a studio unit and \$1023.00 for a one-bedroom unit, effective June 2016. 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. We also have units contracted and managed under the Low-Income Housing Tax Credit Section 42 Program of the United States Department of Treasury. Rent includes utilities, such as electricity, water and garbage. Telephone, cable television or meals are not included.

Westmoreland's Union Manor is a 100% smoke-free building. No tenant, relative, or guest shall be permitted to smoke anywhere on the property except in the designated smoking area outside the south end of the building. Smoking will not be allowed anywhere on the property, including the apartments, common areas, elevators, stairwells, landings, balconies, gardens, sidewalks, parking lot and patios.

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 help 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 black ink, appearing to read "Douglas G. Williams", is written over a white background.

Douglas G. Williams
Administrator

