

**APPLICATION FOR RESIDENCY
KIRKLAND ANNEX, LLC**

Kirkland Annex
7810 SE Foster Road
Portland, OR 97206
(503) 774-8885 FAX: (503) 774-9180
Email: wendy@manormangement.com

KIRKLAND ANNEX HAS ADMISSION REQUIREMENTS. APPLICANTS MUST MEET THE KIRKLAND ANNEX, LLC ELDERLY CRITERIA.

PLEASE PRINT OR TYPE - ALL INFORMATION WILL BE KEPT CONFIDENTIAL

Studio unit (one person) One bedroom unit (two persons)

Applicant Information

1.) Applicant: _____ Age: _____ Date Of Birth: _____

Maiden Name/Other Names: _____ Phone: _____

Address: _____ City: _____

State/Zip: _____ Date Moved In: _____ Soc. Sec. No: _____

Are you a student? Yes () No ()

Are you a Military Veteran? Yes () No () If yes, what branch of service? _____

2.) Do you own your own home? Yes () No () If yes, how long? _____

3.) Name of Present Landlord: _____ Phone: _____

Address of Landlord: _____ City: _____

State/Zip: _____ Relationship: _____ Date Moved In: _____

4.) Name of Previous Landlord: _____ Phone: _____

Address of Landlord: _____ City: _____

State/Zip: _____ Relationship: _____ Moved In/Move-out Dates: _____

5.) Have you ever been evicted? Yes () No () If Yes When: _____

Where: _____

6.) Family Contact: _____ Relationship: _____ Phone: _____

Address of Contact: _____ City/State/Zip: _____

7.) Are you currently displaced due to a Presidential declared disaster? Yes () No ()

If Yes When: _____ Where: _____

8.) Has the Applicant ever applied to or lived in a Manor Management Services, Inc. housing facility before? Yes () No ()

If yes, when: _____ Which facility: _____

9.) Former/Current Occupation(s): _____

Employer Name(s): _____ Dates Employed: _____

Manor Management Services, Inc. (MMS) will be contacted prior to application being placed on the wait list to determine if the applicant was previously a resident at a MMS managed facility, and left in unfavorable standing having any outstanding balances due, damages caused, landlord terminated tenancy, eviction notices received, interfered with management, disturbances or complaints, etc., application may be rejected. If landlord references, credit background, or criminal background are not favorable (due to outstanding debt, evictions, etc.) application may be rejected. **MMS facilities include; Alberta Simmons Plaza, Chaucer Court, Kirkland Union Manors, Kirkland Union Plaza, Marshall Union Manor, Smith Tower, Kirkland Annex, Westmoreland's Union Manor & Ya Po Ah Terrace.**

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Spouse/Co-Applicant Information

- 1.) Spouse / Co-Applicant: _____ Age: _____ Date Of Birth: _____
 Maiden Name/Other Names: _____ Phone: _____
 Address: _____ City: _____
 State/Zip: _____ Date Moved In: _____ Soc. Sec. No: _____
 Are you a student? Yes () No ()
 Are you a Military Veteran? Yes () No () If yes, what branch of service? _____
- 2.) Do you own your own home? Yes () No () If yes, how long? _____
- 3.) Name of Present Landlord: _____ Phone: _____
 Address of Landlord: _____ City: _____
 State/Zip: _____ Relationship: _____ Date Moved In: _____
- 4.) Name of Previous Landlord: _____ Phone: _____
 Address of Landlord: _____ City: _____
 State/Zip: _____ Relationship: _____ Moved In/Move-out Dates: _____
- 5.) Have you ever been evicted? Yes () No () If Yes, When: _____
 Where: _____
- 6.) Family Contact: _____ Relationship: _____ Phone: _____
 Address of Contact: _____ City/State/Zip: _____
- 7.) Are you currently displaced due to a Presidential declared disaster? Yes () No ()
 If Yes, When: _____ Where: _____
- 8.) Has the Spouse / Co-Applicant ever applied to or lived in a Manor Management Services, Inc. housing facility before? Yes () No ()
 If yes, when: _____ Which facility: _____

Manor Management Services, Inc. (MMS) will be contacted prior to application being placed on the wait list to determine if the applicant was previously a resident at a MMS managed facility, and left in unfavorable standing having any outstanding balances due, damages caused, landlord terminated tenancy, eviction notices received, interfered with management, disturbances or complaints, etc., application may be rejected. If landlord references, credit background, or criminal background are not favorable (due to outstanding debt, evictions, etc.) application may be rejected. ***MMS facilities include; Alberta Simmons Plaza, Chaucer Court, Kirkland Union Manors, Kirkland Union Plaza, Marshall Union Manor, Smith Tower, Kirkland Annex, Westmoreland's Union Manor & Ya Po Ah Terrace.***

Applicant Information/ Spouse/Co-Applicant Information

Note: We conduct criminal background checks on ALL adult members of the household.

1.) Total estimated gross annual household income from all sources (Soc. Sec., SSI, Pensions, Salary, Interest) \$ _____ per year.

2.) Please list all **states and counties** in which ALL of the members of the applying household have lived, (including years). States _____, Counties _____

3.) Does applicant(s) have a pet? Yes () No () Type _____
Please contact the office for Pet Policy information.

4.) Have you or any person who will be occupying the unit ever been convicted, or pled guilty or no contest to any: Felony: Yes () No () If yes when _____, where _____
Misdemeanor: Yes () No () If yes when _____, where _____

5.) Are you or any person who will be occupying the unit subject to a Lifetime Sex Offender Registration Requirement in any State? Yes () No ()
If yes, when _____ and where _____

6.) If applicant(s) was age 62 or older as of January 31, 2010 and did not have a Social Security Number (SSN), were you receiving HUD rental assistance at another location on January 31, 2010: Yes () No ()

7.) Will you or anyone occupying the unit require an Accessible Unit because of physical handicap or mobility impairment? Yes () No ()

8.) How did you hear about Kirkland Annex? Friends() Family member() Site sign()
Newspaper ad() Brochure() Agency referral() Website()
Other: _____

9.) Personal Reference #1: Name _____ Phone _____

Personal Reference #2: Name _____ Phone _____

YOU MUST PROVIDE CERTIFICATION OF U.S. CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS, HUD ACCEPTABLE DOCUMENTATION OF SOCIAL SECURITY NUMBER AND PHOTO IDENTIFICATION (THESE ITEMS WILL BE PHOTOCOPIED AND RETAINED AS A PART OF THIS APPLICATION).

I certify that all of the information I have given on this Application and in the Application Material is correct and complete. I understand that if any of this information is found to be false it shall be grounds for rejecting my Application. Furthermore, I understand if any Application information is later found to be false after obtaining housing, it shall be grounds for eviction. I hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing. This will include, but is not limited to, any or all of the following:

1) Prior Tenant History 2) Public Records 3) Verification of Information 4) Credit History

Signature: _____ Date: _____

Signature: _____ Date: _____