

WESTMORELAND'S UNION MANOR

6404 SE 23RD AVENUE • PORTLAND, OR 97202

TELEPHONE: (503) 233-5671

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Dear Prospective Tenant:

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. The Westmoreland's Union Manor is 100% smoke-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, meet income guidelines set forth by HUD, 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 and **provide a photo copy of a picture I.D. and social security card**. After receipt of these completed forms, your application will be reviewed. Please be sure to return the application in full. There are several sections in the application packet. 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 \$945.00 for a studio unit and \$1118.00 for a one-bedroom unit, effective June 1st 2019. For those who qualify under regulations of the Section 8 Program of the United States Department of Housing and Urban Development and the Low-Income Housing Tax Credit Section 42 Program of the United States Department of Treasury, the rent is 30% of the adjusted gross income per month. Rent includes utilities, such as electricity, water and garbage. Telephone, cable/satellite television and meals 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 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. **If you have an email address, please provide it on a separate piece of paper in case we need to contact you if telephone or regular mail are not working as a contact source.**

Sincerely,

A handwritten signature in black ink, appearing to read "Douglas G. Williams", is written over a horizontal line.

Douglas G. Williams
Administrator
Westmoreland's Union Manor

