

Ponderosa Heights Waiting List Opening

Frequently Asked Questions

1. Where is this apartment community located?

Ponderosa Heights Apartments will be accepting applications for 32 one-bedroom and 8 two-bedroom apartments located at 601 N. Brooks Camp Rd, Sisters OR. 97759.

2. What are the monthly rent amounts?

Apartment Size	Ponderosa Heights Monthly Rent Amount
1 Bedroom	\$620
2 Bedroom	\$730

3. When will the waiting list open and close?

The waiting list will open Monday, October 22nd through Thursday, October 25th between the hours of 9:00 a.m. and 6:00 p.m.

Applicants may apply at any point during the wait list opening. There is no preference given to those who apply early. Applying during the opening will enter your name into a lottery from which we will pull a limited number of names. All applications received will be placed in order by the randomly assigned lottery number.

4. How do I apply?

During the dates of the openings, applications can be submitted in person at **555 N. Larch St Sisters, OR.** You will go through an informational briefing at the time that you turn in your application to answer any questions you have and to make sure your application is complete.

5. What will it cost?

No money will be collected during the waitlist application open period, October 22nd through October 25th.

After the application period closes and applicants are randomized and placed on the waitlist using the lottery process, we will begin contacting the applicants at the top of the list. If you are contacted and offered an apartment, you will be required to pay the screening fee and start the approval process for your new home. The application screening fee is \$40 per adult household member and must be paid by cashier's check or money order within 24 hours after receiving notification that you have been selected. If the application fee is not submitted within 24 hours, the next applicant will be contacted, and you will be removed from the waitlist.

Once your application is approved you will be required to pay an Execution Deposit of \$100 within 48 hours of your approval. This amount is deducted from your Security Deposit at the time you move in to



your new home. Security Deposits range from a minimum of \$400 up to one month's rent. Housing Works offer security deposit loans. If you are interested, you can contact them at (541) 323-7413 for more details and eligibility criteria.

6. Are they pet friendly?

Yes. There is \$300 per pet deposit and a limit of two pets per apartment. You will also be asked to sign a pet agreement.

7. What information do I need to complete an application?

An application will be required for each household member over the age of 18 and must be dated within 30 days of submission. Please have the following information ready:

- Full names of all household members
- Date of birth for all household members
- Social Security numbers for all household members
- Mailing address – this can be the address where you are currently living or a stable address where you regularly receive mail
- A current e-mail address and/or phone number
- Income information including source and the amount of income for each household member.
- Valid Government Issued Photo Identification

8. Who is eligible?

As a Tax Credit funded property, there are income restrictions for these apartment communities. The apartments are restricted to households earning less than 60% of the area median income(AMI). Your household income must not be more than the AMI for your household size.

Number of Household Members	For Tax Credit apartments the Annual Household Income must be less than
1	\$29,280
2	\$33,420
3	\$37,620
4	\$41,760
5	\$45,120
6	\$48,480
7	\$51,840
8	\$55,140



9. Will my chances be better if I apply more than once?

No, every household has the opportunity to apply only once. If we receive duplicate or multiple applications for the same list for a single household, we will only honor the first application we receive.

10. If my application is chosen, when do I get to move in?

If you are offered an apartment during the lottery you will be expected to move into your new home between December 2018 and February 2019.

11. If my application is selected, are there other expenses I should be aware of?

Once your application is approved you will be required to pay an Execution Deposit of \$100 within 48 hours of your approval. This amount is deducted from your Security Deposit at the time you move in to your new home. Security Deposits range from a minimum of \$400 up to one month's rent.

12. If I have a question about the application process, who can I contact?

More information is available at <http://epicopenings.net>

Or call: (541) 549-0143

13. How can I get help with the application process if I have a disability or a language barrier?

If possible, we encourage you to have a service provider, friend or family member assist you with submitting your application. If you need our assistance, please ask. We will be happy to help.

