



# SMITH TOWER APARTMENTS

Thank you for your inquiry regarding residency at Mid Columbia Manor. The Manor is a 170 unit non-profit apartment complex located on the edge of Esther Short Park and within view of the Columbia River. 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 (where applicable), comply with tenant selection criteria and meet the terms of the lease. Enclosed is a brochure and other printed matter that contain pertinent information regarding Smith Tower as well as the Application for Residency and other necessary paperwork to be completed to apply to Smith Tower. Please read each form carefully and complete each as accurately as possible.

When you return your application to Smith Tower, please make sure the following pages are completed: Application for Residency, Qualification - Preference Certification, Head of Household (*Only for 2 person Application*), Supplement to Application for Federally Assisted Housing, Notification and Acknowledgement, Tenant Data Authorization, Reference Checklist, Owner's Notice No. 1, Summary Sheet, Applicant Declaration Format, Applicant Verification Consent Format, Race/Ethnic Data Form, Handicap/Disabled Status Information Request. Please sign and return all of the forms along with a photocopy of Picture Identification and Social Security Card. If you have a question about whether or not you are required to sign and return a form, please telephone the office at (360) 695-3474. The office is open Monday-Friday, 10:00 am to 4:00 pm.

The Market Rent at Mid Columbia Manor is \$489.00 for a studio unit and \$599.00 for a one-bedroom unit. 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. Low-income applicants are given preference over Market Rent applicants. 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 times, 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. A Change of Address Notification form has been included for this purpose.

Sincerely,



Michelle Arevalos

Administrator

Mid Columbia Manor

515 WASHINGTON STREET • VANCOUVER, WASHINGTON 98660  
PHONE 360.695.3474 • FAX 360.735.1499

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)  
Greg Franks, 1625 SE Lafayette Street, Portland, OR 97202-3862, phone 503.231.4922, fax 503.235.5915

