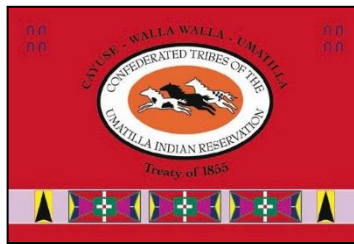


# Confederated Tribes *of the* Umatilla Indian Reservation

Housing Department



51 Umatilla Loop  
Pendleton, OR 97801

Phone 541-429-7920 Fax: 541-276-7255  
www.ctuir.org email: [housing@ctuir.org](mailto:housing@ctuir.org)

Thank you for your interest in tribal housing. Upon receipt, your application will be date/time stamped. This will be the date and time that you will be placed on the waiting list **if** found eligible. Incomplete application or with missing documentation will be returned to the applicant and will not be placed on the waiting list. **We will notify you, in writing, of our decision.**

- ❖ Per policy, we fill vacancies using the Low Rent and Tax Credit waiting list process.
- ❖ Should you have a change of address or phone number, be sure to update our office with the new information. If we are unable to contact you, we will have no choice but remove you from the Waiting list, or to offer a unit to the next person.
- ❖ You will be asked to update your application about every six months. Housing will send the applicant a continued interest form to last known address. The applicant will need to return the form by the date stated on the continued interest form. If Housing doesn't hear from the applicant, then Housing will send a letter stating that the applicant has been removed from the waiting list.

**Listed below are the income limits for the year 2023 for the Income Based Housing program. These income limits change every year.**

## **Index Housing, United States Income Limits YR 2023 50% limit (Need to be 50-80% Income Limits)**

1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
33,675	38,500	43,300	48,100	51,950	55,800	59,650	63,500

## **Income Based, United States Income Limits YR 2023 80% limit**

1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
53,850	61,550	69,250	77,000	83,100	89,250	95,450	101,600

**Listed below are the income limits for the year 2023 for the 58 Tax Credit homes and duplexes. These income limits change every year.**

## **Tax Credit Income Limits YR 2023 (60%) (40 Duplexes and/or single family homes – one, two, three and four bedroom homes)**

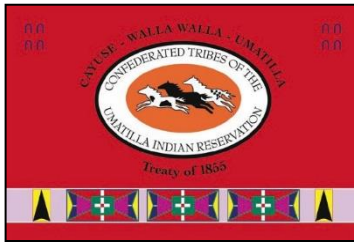
1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
35,040	40,080	45,060	50,040	54,060	58,080	62,100	66,060

## **Tax Credit HOME Income Limits YR 2023 (50%) (18 Duplexes and/or single family two bedrooms)**

1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
27,200	31,050	34,950	38,800	41,950	45,050	48,150	51,250

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**APPLICATION CHECKLIST**

- \_\_\_\_\_ Application must be signed and dated by all household members 18 years or older.
- \_\_\_\_\_ Head of Household must review, understand, and initial page 5 of the Rental Criteria for Residency.
- \_\_\_\_\_ Proof of income for past 30 days must be included for all household members: earning statements, SS award letters, child support received, unemployment received, military benefit letter, etc.
- \_\_\_\_\_ Provide copies of Birth Certificates and Social Security Cards for all household members.
- \_\_\_\_\_ Provide State Identification Card or State Driver's License for all household members 18 years and older.
- \_\_\_\_\_ Provide Tribal Enrollment or COE for all household members. (If applicable)
- \_\_\_\_\_ All household members 18 years and older must sign and date a Criminal Background Check form.

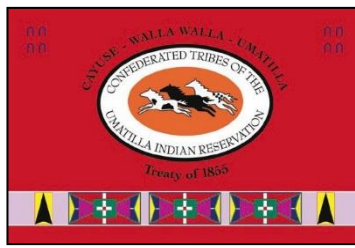


**Your Tribal entity's Enrollment Office may have some of the documents that you need to submit with this application.**

**For CTUIR members, you can visit Enrollment at NGC or by calling (541) 429-7035.**

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**Rental Criteria for Residency**



Applicants are encouraged to submit applications as soon as possible because of the extensive requirements for qualifying. They also must be informed that if they need assistance in completing the application, staff are available to assist them. Federal law prohibits discrimination based on race, color, creed, religion, national origin, sex, age or handicap, although preference for selection may be limited to Native American Applicants meeting the requirements of NAHASDA.

**I. PREFERENCES**

1. Income Based Housing requires the applicant to be enrolled in the Umatilla Tribe.
  - i. ALL UMATILLA FAMILY means the head or heads of household and at least one child is enrolled members of the Umatilla Tribe. Umatilla couples are also included in the definition of all Umatilla family.
  - ii. A family admitted based on a qualifying Tribal member must retain the qualifying Tribal member as part of the household in order to ensure continued occupancy
  - iii. Household Income must fall between very low and moderate in order to initially qualify for Income Based Housing.
2. LIHTC/HOME Housing does not require tribal membership for admittance.

**II. OCCUPANCY**

1. Occupancy is based on the number of bedrooms in a unit.  
(Bedroom is defined as a space used primarily for sleeping with at least one window and one closet for clothing)
2. Two persons are allowed per bedroom plus one for the entire unit. For example a two bedroom unit may have up to five persons ( $2 \times 2 + 1 = 5$ )
3. Exceptions are made for children under the age of two. Children under the age of two are allowed as a third occupant of a bedroom when the child resides with the parent or other adult maintaining legal custody.

BEDROOM SIZE	MINIMUM OCCUPANTS	MAXIMUM OCCUPANTS
1 Bedroom	1	3
2 Bedroom	2	5
3 Bedroom	3	7
4 Bedroom	4	9

### III. APPLICATION PROCESS

Steps to becoming a resident:

- I. Select the rental unit size i.e. one, two, three bedroom etc... – based on the number of household occupants.
- II. Complete the Application Packet as follows:
  - a. Household Composition/Declaration (one page) one per household
  - b. Oregon Rental Application (two pages) - Each applicant over the age of 18 must fill out an application. Please fill out all fields, if there is no information place “N/A” on the line item.
  - c. General Authorization (one page) – one per household. All persons over the age of eighteen must sign this sheet.

**NOTE: APPLICATIONS THAT ARE NOT COMPLETE WILL RETURNED TO THE APPLICANT FOR ALL INFORMATION. APPLICATIONS WILL NOT BE ADDED TO THE WAITING LIST UNTIL ALL INFORMATION IS COMPLETED.**

2. On receipt of the completed Application Packet, the person receiving will date and time stamp the application.
3. Placement and priority on the waiting list is based on the following:
  - i. Date and time received
  - ii. Tribal Preference
  - iii. Income Level (Very Low, Low, Moderate, etc.)
4. Once an apartment is available, an applicant will be chosen and must complete the following to be eligible for housing:

### IV. GENERAL CRITERIA STATEMENT

- I. Identification will be required to include:
  - i. Picture Identification for each household member
  - ii. Birth Certification for each household member
  - iii. Tribal Identification Cards for each household member
  - iv. Social Security Cards for each household member
2. Once an apartment is available, the applicant may need to re-complete the application. Applications cannot be older than sixty days from the date of anticipated occupancy. A complete and accurate application is required. Incomplete applications will be returned to the applicant.
3. Each applicant (over the age of 18) is required to qualify individually.
4. Applicants must be able to enter into a legally binding agreement.
5. Inaccurate or falsified information will be grounds for denial.
6. All household members over the age of eighteen (18) are required to pass a criminal background check.

## V. CRIMINAL CRITERIA

Background Check Policy: Criminal background checks will be done for all applicants for CTUIR- HOUSING DEPARTMENT. Once occupying the home, all tenants 13 years of age or older residing in the home will be required to pass a background check at each annual re-certification period.

1. The following criteria shall be used as a guide in disqualifying an individual for placement on the CTUIR- HOUSING DEPARTMENT Waiting List, initial qualification or to remain in the household, at the time of re-certification.
  - a) Anyone who ever was convicted, has been found guilty or entered a plea of guilty or *nolo contendere (no contest)*, regardless of the adjudication for any of the following disqualifying offenses:
    - b) Any crimes against children
    - c) Any felony involving violence
    - d) Any sexual offense
    - e) Any drug related offense
2. In addition, the following offenses will disqualify an applicant if they have been convicted, have been found guilty or entered a plea of guilty or *nolo contendere (no contest)*, regardless of the adjudication for any of the following disqualifying offenses within the past five (5) years:
  - a. Any felony
  - b. More than one offense for driving while impaired
  - c. In addition, the following offenses will disqualify an Applicant if they have been convicted, have been found guilty or entered a plea of guilty or *nolo contendere (no contest)*, regardless of the adjudication for any of the following disqualifying offenses within the past five (5) years.
    - d. Any misdemeanor offense.
3. **Required Information:** The background check will be obtained from the company or source as determined by the CTUIR- HOUSING DEPARTMENT Staff Designee and/or Housing Director, which will include the following:
  - a. Social security number and identity verification;
  - b. Criminal search (10 years) national and county
  - c. Employment verification
  - d. Violent Sexual Offender and Predator Registry Search
  - e. Office of Inspector General (OIG) List of Excluded Individuals/Entities
  - f. General Services Administration (GSA) List of Parties Excluded from Federal Programs
  - g. US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)

4. **Assessing Information:** In assessing a record of criminal convictions, the decision will be made by assessing the nature and severity of the offense as well as a variety of surrounding facts and circumstances including, but not limited to:
  - a. the age of the individual at the time of the offense;
  - b) the number of offenses for which the individual was convicted;
  - c) the time which has elapsed since the last offense;
  - d) whether the circumstances arose out of an employment situation;
5. **Rehabilitation Factors:** Whether the applicant has been sufficiently rehabilitated to warrant public trust, the CTUIR- HOUSING DEPARTMENT Staff Designee shall consider the following factors in considering whether an applicant has been presumed to be rehabilitated:
  - a. Completion of probation;
  - b. Completion of parole supervision;
  - c. In the case of a felony, not subject to parole supervision, if more than five (5) years have elapsed after final discharge or release from any term of imprisonment without any subsequent conviction; or
6. In the case of a misdemeanor related to finances and more than five (5) years have elapsed after final discharge or release from any term of imprisonment without any subsequent conviction.
7. If any one of the following factors exist, this may outweigh the presumption of rehabilitation
  - a. A lack of compliance with terms of punishment (i.e., failure to pay fines or make restitution, violation of the terms of probation or parole);
  - b. Unwillingness to undergo, or lack of cooperation in, medical or psychiatric treatment/counseling;
  - c. Falsification of an application with the CTUIR- HOUSING DEPARTMENT; and
  - d. Failure to furnish to the CTUIR- HOUSING DEPARTMENT additional information or failure to appear for a conference with the CTUIR- HOUSING DEPARTMENT in relation to the Applicant's application.
8. **Inapplicable Records:** The following criminal history records shall not be considered in connection with an application for CTUIR- HOUSING DEPARTMENT housing assistance:
  - a. Juvenile adjudications;
  - b. Records of arrest not followed by a conviction;
  - c. Convictions overturned by a higher court; and
  - d. Convictions that have been the subject of a pardon or if expunged.

**Notice of Denial:** If a determination is made that the Applicant does not qualify, the Applicant shall be notified in writing of the basis of denial and the right to appeal the decision in accordance with the Grievance Section of this Policy. Pending charges or outstanding warrants for any of the above will cause the application to be suspended until the charges are resolved. No unit will be held awaiting the result of pending charges.

VI. INCOME CRITERIA

1. Monthly income must be at least two (1.5) times the stated monthly rent.
2. Third party verification of all sources of income will be required.
3. Self-employed applicants will be required to show proof of income through tax returns.
4. You will be denied if your source of income cannot be verified.

VII. DISABLED ACCESSIBILITY

We allow existing premises to be modified for the disabled accessibility at the full expense of the resident, if the resident agrees to restore the premises to the pre-modified condition per Fair Housing Guidelines. We require:

1. Written proposals detailing the extent of the work to be done.
2. Written assurance that a licensed and bonded contractor will be used to perform the services in a professional manner.
3. Written approval from the landlord prior to improvements beginning.
4. All appropriate cities, county or state building permits and required licenses are made available to the landlord prior to the work beginning.

VIII. DENIAL POLICY

If you feel that your application has been denied and you qualified under the aforementioned criteria you should do the following;

- I. Write an appeal letter sent to:

**CTUIR- Housing Department Resident  
Services Compliance Manager 5I  
Umatilla Loop  
Pendleton, OR 97801**

2. Include the reasons that you believe your application should be re-evaluated.

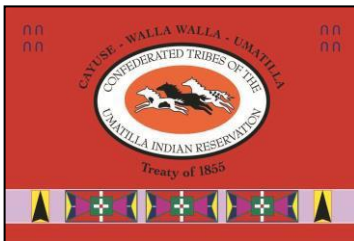
You will receive a response to your request within seven (7) business days.

\_\_\_\_\_(Tenant Initials)

\_\_\_\_\_(Date)

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Pendleton, OR 97801

Phone 541-429-7920 Fax: 541-276-7255  
www.ctuir.org email: housing@ctuir.org

## Consent for Criminal Background Check

The CTUIR Housing Department is required to conduct background investigations on all applicants over the age of 13 that are applying to reside within our Low Rent and Tax Credit units, per URHA Admission & Occupancy Policy, Section 10 B. This consent is permissible to NAHASDA CFR24, Section 1000.152.

Applicant(s) are required to complete the following to authorize the background check in order to qualify for housing with the CTUIR Housing Department.

I authorize the CTUIR Housing Department to investigate all information in my records and request any agency holding such information to share information as part of my application process.

### Applicant/Tenant information

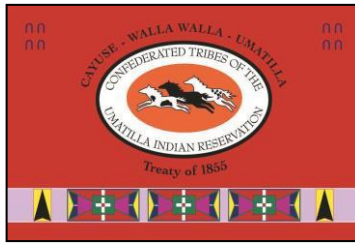
Name:	
Date of Birth:	
Driver's License Number:	State of Issuance:
Social Security Number:	
Signature:	Date:
Parent/Guardian signature:	

### Office use ONLY

Department: CTUIR Housing Department	Phone: 541-429-7920
Official requesting: Tina Baum Habig, Resident Service Coordinator	Date:

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I authorize the CTUIR Housing Department to investigate all information in my records and request any agency holding such information to share information as part of my application process.

### Applicant/Tenant information

Name:	
Date of Birth:	
Driver's License Number:	State of Issuance:
Social Security Number:	
Signature:	Date:
Parent/Guardian signature:	

### Office use ONLY

Department: CTUIR Housing Department	Phone: 541-429-7920
Official requesting: Tina Baum Habig, Resident Service Coordinator	Date:

## CTUIR HOUSING APPLICATION

51 Umatilla Loop  
Pendleton, Oregon 97801  
541-429-7920  
[housing@ctuir.org](mailto:housing@ctuir.org)

*This application does not guarantee eligibility for housing assistance, it only determines initial eligibility for CTUIR Housing Department's Waiting Lists.*

HEAD OF HOUSEHOLD (HOH)													
Name						Date							
Mailing Address				City, State				Zip code					
Physical Address				City, State				Zip code					
Main Phone #				Email address									
Message Phone #				Name & relationship to you									
Do you request an interpreter?			Yes No		Language or sign language								
Does anyone in the household serve in/or have served in the military?			Yes No		Do you or anyone in the household need accommodations for a disability?			Yes No					
Does anyone on the application have pets? (some units may not accept pets)			Yes No		Describe								
HOUSEHOLD COMPOSITION – List all household members													
Name		Relationship to HOH		Soc. Sec. #		DOB		Tribe		Enroll #		Gender	
		Head of Household											

Are any household members temporarily absent? <i>Such as deployed military, college, incarcerated</i>	Yes   No	Who?	
If yes, explain			
Will any household members live in the rental less than full time? <i>Such as 50/50 child custody, seasonal workers</i>	Yes   No	Who?	
If yes, explain			
Do you currently rent or lease a house/apartment?	Yes   No	Landlord Phone #	
Landlord Name			
Address			

## HOUSEHOLD ASSETS

*\*Include all Trusts or 401K only if the accounts are accessible to the household prior to termination of employment, retirement or death. A 401K loan is not considered being able to access the account. If you are unsure, list the account and it will be verified if it needs to be included or not.*

### List Assets for ALL household members

Asset Type	Bank/Credit Union Where is the Asset	Current Amount	Applicant name
Checking Account			
Savings Account			
Tribal IIM Account land/minerals			
Any other Assets			

Asset Type	Bank/Credit Union Where is the Asset	Current Amount	Applicant name
Checking Account			
Savings Account			
Tribal IIM Account land/minerals			
Any other Assets			

## HOUSEHOLD INCOME

List every income for ALL household members

Household Member	List all income: Gross monthly wage/salary, Social Security/SSI, retirement, child support, GA/Public assistance, dividend/Per Capita, military, or other	Amount per month

Check each program you are applying for			
	Income Based Programs*		Tax Credit Programs**
	Income Based- Huckleberry Loop*		Scattered Sites; Timine Way North Apts.; Lucky 7***

\*Income Based programs require Head of Household be an enrolled member of a federally recognized tribe.

\*\*Tax Credit programs do not require tribal enrolled Head of Household. These are not zero income.

\*\*\*Not program housing, not income based/Low Rent

Has anyone on your application received housing services from CTUIR Housing Department, other tribal housing, or other public housing authority in the past? Yes No

If yes, where? \_\_\_\_\_

Was the apartment/house left in good condition? Yes No

Were there any outstanding debts? Yes No

Does anyone on your application have any relatives working for CTUIR Housing Department? Yes No

If yes, who? \_\_\_\_\_ Relationship \_\_\_\_\_

## APPLICANT CERTIFICATION AND AUTHORIZATION

### PLEASE READ BEFORE SIGNING APPLICATION PACKET.

**IN ORDER TO RECEIVE SERVICES, YOU MUST QUALIFY BY MEETING ALL ELIGIBILITY REQUIREMENTS AND PROGRAM FUNDING MUST BE AVAILABLE.**

**Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements of misrepresentation to any Department or Agency of the U.S. to any matter within its jurisdiction.**

### APPLICANT CERTIFICATION

I/We certify that the answers/information given on this application in reference to household composition, income, net family assets, allowances and deductions is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under Federal Law. I/we also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy. No record will be communicated to anyone or any agency unless requested in writing, either by the applicant, or an officer, or an employee of the housing program or other Federal agency requiring it in the performance of their duties. This application will not be valid unless completely filled out. INCOMPLETE APPLICATIONS WILL BE RETURNED.

I hereby authorize and instruct the CTUIR Housing Department to obtain and review my credit report. My signature below also authorizes the release of account information to and from other financial institutions I have supplied to CTUIR Housing Program in connection with such evaluation. I understand the processing of this application will require providing my information to the CTUIR Housing Department. I understand acceptance of assistance is contingent on all occupants meeting the selection criteria and the applicable program requirements and policies as they now exist or as they may hereafter be revised or added by the CTUIR Housing Department. I hereby authorize the CTUIR Housing Department to request any information needed from my Lender/Broker.

I hereby authorize my Lender/Broker to provide any and all information requested by the CTUIR Housing Department, including but not limited to a copy of my credit report, copies of income verifications, employment verifications, credit references, (including landlord references), copies of W2 forms, tax returns, appraisals, and any other documentation used in processing my mortgage loan. The information obtained from the Lender/Broker is only to be used in the determination of eligibility for the CTUIR Housing Department programs.

### Consent:

I consent to allow the CTUIR Housing Department to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under CTUIR Housing Department programs. I understand that income information obtained under this consent form cannot be used to deny, reduce or terminate assistance without the Tribal Housing Program first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

**All members of the household, age 18 and over, sign and date.**

Head of Household Signature		Date	
Household Member		Date	
Household Member		Date	
Household Member		Date	

**PRIVACY ACT NOTICE: THIS INFORMATION IS TO BE USED BY THE AGENCY COLLECTING IT OR ITS ASSIGNEES IN DETERMINING WHETHER YOU QUALIFY AS A PROSPECTIVE PARTICIPANT OR BORROWER UNDER THE AGENCY'S PROGRAM(S). IT WILL NOT BE DISCLOSED OUTSIDE THIS AGENCY EXCEPT AS REQUIRED AND PERMITTED BY LAW.**

**CTUIR Housing Department**

51 Umatilla Loop

Pendleton, OR 97801

Office Use Only

Received Date: \_\_\_\_\_ Time: \_\_\_\_\_

Initials: \_\_\_\_\_ Title: \_\_\_\_\_