



Community Development Corporation

1488 NE Alberta St. Portland, OR, 97211

www.sabincdc.us | (503) 287-3496 | Fax: (503) 297-3597

SABIN CDC TENANT HANDBOOK

10/31/19



The Sabin Community Development Corporation (Sabin CDC) welcomes you to your new home. Sabin CDC is committed to providing clean, quality, stable and affordable housing to our community. Sabin's Main Office is located at 1488 NE Alberta Street, Portland, Oregon 97211. Our telephone number is (503) 287-3496. Our office hours are Monday-Thursday 8:30am- 6:00pm; if you have an after-hours emergency please call 971-998-0303.

Your primary Sabin CDC contact is:
Community Manager: Abel Johnson
E-mail: abel@sabincdc.us

FAIR HOUSING AND EQUAL OPPORTUNITY

Nondiscrimination: Sabin CDC complies with the provisions of all Federal, State, and local Fair Housing laws that prohibit discrimination on the basis of race, color, religion, sex, familial status, national origin, sexual orientation, source of income or physical or mental ability. Other nondiscrimination provisions include Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. Sabin CDC does not discriminate on the basis of physical or mental ability in the admission or access to, or treatment or employment in, its programs and activities.

If you feel you have been discriminated against you have the right to report the incident to the Office of Fair Housing and Equal Opportunity. You may reach Fair Housing at the following address:

Fair Housing Hub
US Department of HUD
Seattle Federal Office Building
909 First Avenue, Room 205
Seattle, WA 98104-1000
(206) 220-5170
1-800-877-0246
TTY (206) 220-5185

REASONABLE ACCOMMODATION

Sabin CDC will accept reasonable accommodation requests from applicants and tenants to make unit alterations or make a change in policy or procedure to accommodate a person with a disability. If you want to make a request, your community manager has a form that must be completed by you and your health care provider. The request will then be forwarded to the Sabin CDC Board of Directors for review if the cost exceeds five hundred dollars or requires the alteration to an existing Sabin CDC policy.

EXPECTATIONS

This handbook has been prepared to inform you of many policies that may affect you during your residency. It has been incorporated by reference as part of the rental contract. In the event of a conflict between the handbook and the State of Oregon Landlord-Tenant Statutes, the terms of the statutes will be followed.



RESIDENTS RESPONSIBILITIES

Your apartment is your home. When you take possession of your apartment, you have taken on some definite obligations and responsibilities for its care and maintenance. These include everything from day-to-day housekeeping, proper care of all appliances, fixtures, and equipment, and following the necessary rules of community living. These responsibilities are spelled out in your rental contract and further explained in this handbook.

MOVE IN AND MOVE OUT

An inspection of your apartment will be conducted before you move in by you and a staff person from Sabin CDC. At this time, you will have the opportunity to look at the unit and make sure it is clean and in good repair. You will be asked to sign a move-in inspection form and report any existing damage or problems. This is your assurance that you will not be held responsible for any pre-existing damage. Major problems will be corrected in a timely manner.

When you move out, you will be expected to clean and restore the premises to the condition existing at the commencement of your rental agreement as evidenced by the move in inspection report (less normal wear and tear). Resident understands that he/she is liable for all damages beyond normal wear and tear.

This provision does not limit the types or amount of other damage or unusual wear and tear for which resident may be liable. Upon written notification of your intent to vacate Sabin CDC will provide you with a Cleaning Requirement Checklist that outlines the tenant responsibilities to be followed before the tenant deposit can be returned. Upon the termination of tenancy, it is the resident's responsibility to remove all personal property from the premises. Any property left on the premises will be disposed of according to ORS. 90.425. The tenant will be responsible for the cost of this disposal.

SECURITY/DAMAGE DEPOSIT

A security deposit is due before you move into your apartment. When you move out, your security deposit will be returned to you, subject to the following provisions:

1. A proper written notice to vacate must be given as specified in your rental agreement and /or state law. Full payment for all outstanding charges, including rent in full must be made.
2. There is no damage to the unit beyond normal wear and tear.
3. The entire apartment, including all appliances, fixtures, floor coverings and private spaces, must be clean, a detailed list of all requirements will be provided upon receipt of written notice.
4. All unit keys and mail keys are returned to the management office.
5. A forwarding address is left with Sabin CDC. A Security Deposit Disposition Form will be mailed to you shortly after moving out of your apartment, which will include your refund and /or statement of charge. If no contact is made within 30



days to pay any balance out-standing, or make payment arrangements in writing, the account will be turned over to collection agency.

RENTER'S INSURANCE/LIABILITY

All residents should protect themselves by carrying Renter's Insurance, including liability coverage. Such policies indemnify you against loss personal property by theft, fire or natural disaster, as well as personal liability. Although you may feel that insurance is not worth having, please remember that the cost of replacing your household goods is much greater today than when you originally purchased them. Also insurance does not just cover furniture, but also clothing, cameras, jewelry, etc. If you start to add up replacement costs of all of the items in your home, you will quickly realize the value of this type of insurance. Most insurance companies have Renter's Insurance at very reasonable rates. We strongly recommend that you shop around and then purchase this valuable security.

Remember: Sabin CDC is not responsible for fire, theft or damage to your personal items, in apartments, laundry, storage, garbage, or any portion of the building. For your safety please keep the apartment secured at all times.

UTILITIES

You are responsible for all utility charges, unless they are included in your monthly rental payment as specified in your rental agreement. (Prior to moving in, you must provide verification that service has been started in your name). Payment must be made directly to the utility company. Non-payment of utility bills that lead to your service to being disconnected is considered a violation of your rental agreement and can lead to the termination of your lease.

SUBSIDIZED HOUSING RECERTIFICATION

All of Sabin CDC's properties are subsidized by Federal Housing Programs. These programs have regulations that require each resident's occupancy and income to be certified at least once a year. Every year Sabin CDC is required to conduct an annual recertification. You will be notified approximately 90 days prior to your recertification date. Your recertification date is based on your month of move in. For example, if you moved in July 15th, your recertification date is July 1st of each subsequent year. Your lease requires your cooperation in this process.

OCCUPANCY STANDARD

Sabin CDC's occupancy guideline is a minimum of 1 person per bedroom and a maximum of 2 persons per bedroom plus 1. For example, in a three-bedroom unit the minimum number of persons would be 3 and the maximum would be 7. It is Sabin CDC's goal to maintain more than the minimum number of occupants in each unit, in order to maximize the low-income residents that we serve. If you have questions please contact the Community Manager.



MAINTENANCE

Routine maintenance requests can be made through Sabin CDC's website or tenants can fill out a form in the office and provide it to the Office manager. The repairs will be scheduled as soon as is feasible. You will be asked whether you give permission for someone to enter the unit to complete your request if you are not home. This makes it possible to address your concern quickly. In cases of emergency, Sabin CDC may enter the unit without notice. An emergency would consist of fire, extreme water damage, or other dangerous occurrences. If we schedule a repair with you when you had agreed to be home and you are not present, you will be charged for the professional's fee for coming to your apartment.

INTERIM REPORTING REQUIREMENTS

Any change in income, assets, or family composition must be reported to the Community Manager. Should you experience a change in income prior to annual re-certification, please notify Sabin CDC within 30 days of this change. It is the resident's responsibility to cooperate in completing the necessary verifications. If you fail to comply with the written notice of upcoming re-certification you will be charged a \$25.00 lease non-compliance fee; if you continue to neglect your recertification responsibility, you may be issued an eviction notice.

Only the people listed on the application or re-certification forms are permitted to reside in your apartment. If there is a change in your family composition you must advise Sabin CDC so that approval and certification procedures for the new occupants may be initiated. Failure to do so is considered a violation of your lease and may lead to termination. It is very important you keep your Community Manager be apprised of household changes; not reporting changes constitutes fraud and may lead to litigation.

UNIT INSPECTIONS

Periodically, Sabin CDC staff will conduct unit inspections to review building conditions and assess housekeeping practices. You will receive at least a 24-hour notice of any inspection. If there is an emergency, we may enter your unit without advance written notice. However, you will be informed of the entry by a notice left on the front door.

DRUG FREE /SMOKE FREE HOUSING

As noted in your lease, Sabin CDC supports drug free housing and all actions that help create a drug free community. The use, possession, sale, giving or exchanging of illegal drugs or controlled substances is prohibited on or near the property by State law and Sabin CDC policy and will be considered an outrageous act in the extreme subject to 24 hour for cause eviction.

Sabin is transitioning to a smoke free environment, so that all of Sabin CDC properties are smoke free by 2015. Tenants cannot smoke inside the properties and must smoke outside at least 10 feet away from the property. Tenants that violate this will receive a fine of \$25.00.



UNIT TRANSFERS

Due to the cost of unit turnaround, Sabin CDC discourages unit transfers. However, our policy allows for transfers for family composition change, reasonable accommodation of a disability, and the tenant's rights under VAWA (See Emergency Transfers).

Unit transfer requests are made in writing with the community manager. Sabin CDC will accommodate approved in house transfers prior to advertising the unit to the public. Tenants are responsible for the transfer costs.

If you apply for a unit transfer, you must be a current tenant in good standing. Before a transfer is approved, your current unit will be inspected for damages and level of housekeeping. You will be required to pay for damages caused to your old unit. Based on this inspection, Sabin CDC may deny the transfer.

If you accepted a handicapped accessible unit when you moved in and did not need the features of the unit, you may be required to transfer to another unit if and when a disabled person requires the unit.

EMERGENCY TRANSFERS

Sabin CDC is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA),¹ SABIN CDC allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.² The ability of Sabin CDC to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether Sabin CDC has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan and the Emergency Transfer Plan identify tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that Sabin CDC is in compliance with VAWA.

¹ Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.



ELIGIBILITY FOR EMERGENCY TRANSFERS

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

EMERGENCY TRANSFER REQUEST DOCUMENTATION

To request an emergency transfer, the tenant shall notify SABIN CDC's management office and submit a written request for a transfer to SABIN CDC, 1488 NE Alberta St. Portland, OR 97211. SABIN CDC will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under Sabin CDC's program; OR
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

Please see the attached Form HUD 5382 **CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING, AND ALTERNATE DOCUMENTATION**

CONFIDENTIALITY

Sabin CDC will keep confidential any information that the tenant submits in requesting an Emergency Transfer, and information about the emergency transfer for a period of three years, unless the tenant gives Sabin CDC written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about Sabin CDC's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

OPTION TO BIFURCATE LEASE

VAWA 2013 requirements provide that, notwithstanding the restrictions placed on admission, occupancy, and termination of occupancy or assistance, or any Federal, State, or local law to the contrary, an O/A of assisted housing may bifurcate a lease for housing in



order to evict, remove, or terminate assistance to any individual who is a tenant or lawful occupant of the housing who engages in *criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual*, and mandates that if such bifurcation occurs, and the removed tenant or lawful occupant was the sole tenant eligible to receive assistance under a covered housing program, the management will provide any remaining tenant the opportunity to establish eligibility for the covered housing program. If the remaining tenant cannot establish eligibility, management will provide the tenant a reasonable time to find new housing or to establish eligibility under another covered housing program. VAWA 2013 provides that HUD is to determine what constitutes a reasonable time, which when established will be followed by the property. Under VAWA Final Rule, and consistent with the statute, VAWA protections, including bifurcation, do not apply to guests or unreported members of a household or anyone else residing in a household who is not a tenant.

Emergency Transfer Timing and Availability

Sabin CDC cannot guarantee that a transfer request will be approved, how long it will take to process a transfer request, or whether continued assistance under the current program or an external transfer to another covered housing program are guaranteed. The emergency transfer requirements do not supersede any eligibility or occupancy requirements that may apply under a covered housing program. Sabin CDC will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, when a safe unit at the current property, or another Sabin property, is not immediately available. Sabin CDC is not required to research available units and/or arrange for the move, but will make every effort to facilitate the transfer request in a timely fashion.

If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. Sabin CDC may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If Sabin CDC has no safe and available units for which a tenant who needs an emergency is eligible, Sabin CDC will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, Sabin CDC will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Safety and Security of Tenants

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence



shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking:

Call to Safety (formerly Portland Women's Crisis Line): 503-235-5333 or <https://calltosafety.org/services/shelter-space/>

Raphael House: 503-222-6222

EVICTION

Eviction is a serious matter and should be avoided if at all possible. An Eviction on your record can make it very difficult for you to rent a unit in the future. The following are some examples of behaviors that, if not corrected, will cause you to be evicted:

1. Failure to maintain your apartment in a safe, clean and sanitary condition.
2. Allowing a situation to exist in your home that could be considered as a threat or danger to health or safety of the apartment building or its residents or staff.
3. Disturbing the peace of your neighbors.
4. Causing damage to you apartment or common property.
5. Nonpayment of rent.
6. Violation of any portion of your rental agreement, this handbook, administrative policies.

If you receive three (3) notices of lease non-compliance (for any reason) within 1 year, your lease will be terminated according to the terms of the lease (see below).

GRIEVANCE PROCEDURES

If you have a grievance your first contact is the Community Manager. In some instances, the Community Manager may request mediation from Sabin CDC's Executive Director and or Sabin CDC's Housing Director.

RENT AND OTHER PAYMENTS

Rent is due the first day of the month. A \$50 late charge will be assessed after 6 p.m. on the fourth business day of the month. A 72-hour Notice to quit (vacate) will be issued on the eighth day of delinquent rent. Solutions to your financial problems must come from you.



If you have problems paying your rent, you should talk with the Office Manager rather than ignore the situation. Continuous late payments without special arrangements with the manager may jeopardize your tenancy.

NOTICES

Sabin CDC enforces the lease with residents in order to protect all residents in their home and your affordable or subsidized rent. Generally, you will receive a written notice if you violate your lease. If you do receive a written notice, you will likely fall within our three strikes policy as follows:

- 1st strike – Warning letter for lease violation(s). The Community Manager issues this Notice.
- 2nd strike – 30-day notice with a 14-day cure period for same offense. The Community Manager will issue this Notice. If you don't cure the violation within 14 days, this will be your final notice to vacate at the end of 30 days.
- 3rd strike – In accordance with the 2nd Notice (14/30), the Community Manager will issue a 10-day Notice if the same offense occurs within 6 months of the 1st 30-day Notice.

Sabin CDC reserves the right to bypass the first warning letter or provide an additional verbal warning based on the severity of the lease violation.

VACATING PROCEDURES

If you decide to move, you must give 30-day written or email notice. Any time you occupy the unit after your designated move-out date, you will be charged a pro-rated rent amount. You are responsible for the rent of your unit until the 30-day period is complete or the unit is re-rented, whichever comes first.

Under no circumstances can you sublet your unit. Only persons that have passed Sabin's income restriction and background check and are listed on the lease may live in the unit.

GUESTS

You are responsible for the conduct of your guests. Poor conduct on the part of your guest(s) could jeopardize your housing. Guests are NOT exempt from the rules and regulations to which you have agreed.

Tenants are welcome to have guests visit "Temporarily", but their stay cannot extend longer than 10 consecutive days, or for a total of 20 days in a 12-month period. Unauthorized guests or tenants occupying your unit may be grounds for termination of your rental agreement.

SAFETY AND SECURITY

If there is an emergency and you have to dial 911, you are required to call Sabin CDC as soon as possible to notify us of the nature of the emergency. Sabin's emergency number is 971-998-0303.



In case of fire:

1. Sound the nearest fire alarm and call 911.
2. Follow evacuation procedures and get out of the building.

Please participate in fire drills if conducted at your building.

Building Safety:

If you live in a secure building, do not let in strangers. Allow only persons visiting you into building. We must have 100% cooperation in order to maintain building security. Please be sure for the safety of children in the complex that security gates close behind you when you enter and/or leave the building.

Flammable substances:

No flammable materials (oil, paint, gasoline) are allowed in your apartment or storage area.

In case of earthquake:

If you are indoors, take cover under a heavy desk, table, bench, against an inside wall or wood framed doorway, and hold on. Stay away from windows or anything that could fall on you. Duck, cover, and hold on.

If you are outdoors, stay there. Move away from buildings, streetlights, utility wires and large trees.

It is best to find safe areas and practice evacuation drills before a disaster, so you can avoid danger.

Sabin CDC is not responsible for theft or damage to personal effects, etc., in apartment, laundry, storage, lockers, garage, or any portion of the building due to fire or loss. To protect yourself, you may want to contact an insurance agency and get renters insurance.

REMEMBER: Our first concern is your safety.

SMOKE DETECTOR

You have been provided working smoke detectors as required by current Building Code. It is your responsibility to test it once every 6 months. The smoke detector also has a "hush" feature. To test the detector – push button and hold. To hush – push button and release. If it is not working, call the Community Manager immediately.

If you remove your Smoke Detector and do not notify Sabin CDC you will be charged with a \$250.00 removal charge for each Smoke Detector removed.

LEAD-BASED PAINT

If your building was built prior to 1978 there may be lead-based paint. When you moved in you received the pamphlet Protect Your Family from Lead-Based Paint. You should read the pamphlet carefully.



MOLD AND MILDEW

Mold and mildew are problems due to excessive moisture such as we have in the Pacific Northwest. There are ways to control the moisture. To protect your health and condition of your unit we offer the following suggestions:

Keep the humidity low. Experts recommend humidity should be kept below 40%. You can help keep humidity low by:

- Using the bathroom fan
- Using the fan above your stove

Keep the temperature down and provide ventilation:

- Keep heating between 50 and 70 degrees
- Open windows to allow for cross ventilation
- Allow 1 inch between furniture and walls

Clean regularly:

- Clean bathrooms and kitchens with mold killing products
- Use a commercial cleaning product or a weak bleach solution (one cup bleach in one gallon of water)
- Immediately dry any water spills
- Clean the window tracks monthly

Notify Community Manager when there is an excess moisture problem:

- Water leakage around plumbing under sinks
- Running toilets or excessive condensation on toilet tank

Tenants who fail to notify the Community Manager of these conditions may incur a lease violation.

HEATERS

Items should be kept 24 to 36 inches away from the front of heaters and 12" to either side. No paper products should be stored near or around heaters.

DRIP PANS

Drip pans and range bottoms should not be lined with aluminum. Reports indicate the use of foil shortens the heating element life expectancy and is a potential fire hazard.

WINDOWS

Open windows may be a safety concern; therefore, please monitor the occupants of your apartment carefully. Window screens are intended to keep bugs out, not people in. There is a serious risk of injury if a person leans against a window screen. If you have children under the age of 6 living in the unit, please request child safety guards for your upstairs windows.



HOT WATER HEATERS

Keep all items off the top of your hot water heater. There is a potential fire hazard if things are stored in or around the heater. You will also need to maintain a clear pathway to the front of the hot water heater.

HOUSEKEEPING

Poor housekeeping is a safety and health hazard and can result in an insects, rodent infestation and health problems that can affect you, other household members and neighbors.

Poor housekeeping includes, but is not limited to: excessive clutter both inside and outside of the unit; grease and food build-up on appliances, range hood and counter tops; garbage accumulation; food left on dishes, counter tops and floor; dirty walls, floors and carpet; strong odors; excessive dirt build-up on window tracks; damp or wet clothes and rags left unattended in closets and other areas; mildew; unclean toilet, tub and sink; dirty window coverings; cobwebs; and dirty diapers not properly disposed of.

If housekeeping does not meet the required standard, regularly scheduled housekeeping inspections may be conducted. This may lead to a violation or termination of your rental agreement.

DISTURBANCES/NOISE

You have the right to expect that your neighbor will not disturb your quiet time at home, and they have a right to expect the same from you. Since apartments are within close proximity of one another, you must think of the others when you play the RADIO, STEREO, or TELEVISION and entertain guest.

We encourage good relations between our residents and request that you do nothing in and around the development, which would interfere with the rights, comforts, or convenience of the other residents.

The city statutes prohibit excessive noise (that can interfere with a normal conversation) between the hours of 10:00pm and 7:00am. During this time, no noise should be heard from outside of your apartment.

If your neighbor is making excessive noise, please speak to them personally. If the noise continues, notify Sabin CDC. Loud boisterous conduct anywhere on the property at any time is prohibited. Conduct of this type will be grounds for a violation or termination of your rental agreement.

STORAGE

No storage of personal belongings is allowed on patios or porches. Keeping these areas clear of clutter and debris is your responsibility. The only items allowed on porches and patios include outdoor furniture and working bicycles.



DÉCOR AND AIR CONDITIONERS

You have been provided with window coverings. If you choose to install an air conditioner, you may not block the upper or adjacent portions of the window with cardboard or something other than an appropriate window covering.

GARBAGE

All garbage must be put in the proper containers and not stacked around the dumpster. Please do not put household garbage in or on top of the recycling bin. Please dispose of all recycling items in the appropriate labeled container. Any extra garbage left outside of the garbage bin will be charged to the tenant. If garbage is placed in the recycling bins this will also be charged to the tenant. This is a cause for a tenant lease violation.

If you have large items such as unwanted furniture, large household items, appliance, etc., that need to be disposed of, please do not dispose of them on the curb. It is your responsibility to dispose of these items in a legal and sanitary manner.

PARKING

Not all apartment complexes have designated parking areas. Where parking areas do exist, parking is on a first come, first served basis, with a maximum of 1 car/unit.

There is no car washing or car maintenance on the Sabin CDC properties.

All non-operating, unlicensed or unauthorized vehicles will be towed at the owner's expense. Vehicles parked in unauthorized areas or inappropriately parked in "Tenant Parking Only" or "Reserved Parking" will also be towed at the owner's expense.

PETS

Pets are not allowed in Sabin CDC units. Pets include any member of the animal kingdom, including but not limited to mammal, reptile, fish, or birds. **Service animals are not considered pets and are welcome at the complex.** If the tenant is making a request for a service animal, tenant must provide a note from a licensed medical professional stating that they are in need of a service animal. This note needs to be provided before the Service animal resides in the unit. Friends and relatives are not allowed to bring their animals in the complexes at any time. Feeding of stray animals is not allowed. Aquariums are permitted up to 10 gallons and maintained on an approved aquarium stand.

If an unauthorized pet is found in your unit, Sabin CDC will take appropriate actions, including, but not limited to, impounding of the animal by Multnomah County, lease non-compliance fees and/or eviction.

LAUNDRY

Tenants may have access to either a coin-operating laundry facility in their complex or have a washer and dry hook-up within their unit.



PEST CONTROL

Please call Sabin CDC if you notice pests that could cause damage to the property. We will make an appointment for an exterminator to review the situation and provide a solution in a timely manner. If you do not notify of a pest problem within 3 days of the occurrence, Sabin CDC you will be in violation of your rental agreement.

LOCK OUTS

If you become locked out during office hours contact Sabin CDC, a small fee may be charged. For all other times, please contact the following locksmiths:

1. JJ's Lock and Key
2. Atlasta

Tenant will be solely responsible for any costs related to that event.

Rental Assistance Resources

Listed here are rental assistance resources.

1. SEI (503) 285-0493
2. Call 211 ask about short-term rental assistance program
3. Catholic Charities (503) 489-6842
4. Neighborhood House (503) 280-4681
5. Transition Projects, Inc (503) 280-4681

Emergency Food Referrals

1. New Hope Baptist Church (503) 282-8960
2. Carpenter's Food Bank (503) 286-1898
3. Northeast Emergency Food Program (503) 284-5470
4. St. Andrews Catholic Church (503) 284-5470

Welcome to the Sabin CDC Family!



**CERTIFICATION OF
DOMESTIC VIOLENCE,
DATING VIOLENCE,
SEXUAL ASSAULT, OR STALKING,
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.



TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

1. Date the written request is received by victim: _____

2. Name of victim: _____

3. Your name (if different from victim's): _____

4. Name(s) of other family member(s) listed on the lease: _____

5. Residence of victim: _____

6. Name of the accused perpetrator (if known and can be safely disclosed): _____

7. Relationship of the accused perpetrator to the victim: _____

8. Date(s) and times(s) of incident(s) (if known): _____

10. Location of incident(s): _____

In your own words, briefly describe the incident(s):

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.





Community Development Corporation

1488 NE Alberta St. Portland, OR, 97211
www.sabincdc.us • (503) 287-3496

I/we have read and agree to the terms and conditions listed in the Sabin CDC handbook version _____.

Residents:

Printed name _____

Resident Signature x _____ Date _____

Printed name _____

Resident Signature x _____ Date _____

Printed name _____

Resident Signature x _____ Date _____

Printed name _____

Resident Signature x _____ Date _____

Printed name _____

Resident Signature x _____ Date _____

Agent Signature x _____ Date _____

