**Wynne Watts Commons - General Waitlist FAQ’s**

**Q**: **How do I apply for the waitlist**?

A: Please visit WynneWatts.com to download a copy of our pre-application. The completed pre-application can be emailed to [WWapps@qresinc.com](mailto:WWapps@qresinc.com). Waitlist placement is based on date and time stamp of returned and completed Pre-Application.

**Q: How will my name be selected from the waitlist?**

A: We will begin processing waiting list Pre-Applications in line with our Tenant Selection Plan in order by date/time received. When your name comes up on the list, we will reach out to you to set up an appointment to fill out the Screening Application and income certification paperwork with us in one of our local offices.

**Q: Where can I send my Screening Application if I cannot meet in person?**

A: If you request the Screening Application via email, you will receive a fillable PDF.

1. You can fill out the PDF on your computer and email back to [WWapps@qresinc.com](mailto:WWapps@qresinc.com) or
2. You can print the PDF and scan it back via email, or mail it “ATTN: Wynne Watts Commons” to 601 E. 16th Street, Vancouver, WA 98663, or fax it to 360.696.9609

Q: **What happens during the appointment to fill out the Screening Application and income certification paperwork?**

A: You will fill out the Screening Application and submit a $45 screening fee for each adult household member who will live in the unit. This can be paid by check, money order or credit card. You will also need to bring photo ID for all adult household members, and Social Security cards for all household members regardless of age (or alternate approved source of identification). This allows us to send you to our screening company to determine if you are eligible to move-in given the criteria in the Tenant Selection Plan. While we are waiting for those results to come in, we will complete the Move-In Certification Process which consists of:

1. A questionnaire to determine your household income and assets

2. Release of information forms so we can verify your income and assets

3. Determination of your student status

This packet of information then gets sent to our Compliance Team to determine if you qualify for Low-Income Housing Tax Credits. Once your file is approved by our Compliance Team, you will be able to complete the final steps by signing your Rental Agreement, your Tenant Income Certification, and Lease Addenda.

**Q: What if I cannot get through on the phone number listed and need to ask questions?**

**A:** Please understand that we are experiencing a higher-than-normal call volume and our staff are working remotely. We are doing our best to answer and return all calls. If you are unable to reach us at (971) 319-3921 you may try the main office line at (360) 696-9000 and we will get in touch with you as soon as possible, or you may send a direct email to [wynnewatts@quantumres.com](mailto:wynnewatts@quantumres.com) and we will get in touch with you as soon as possible.

**Q: What is the income limit for the general waitlist?**

**A:** Income limits vary depending on the household size and location of rental unit. Below are the income limits for 117 units in this project in this location by household size, which are equal to 60% Median Family Income (MFI). 30 units will be available at an income limit of 30% MFI for households that qualify for [HUD 811 PRAs](https://www.oregon.gov/ohcs/compliance-monitoring/Documents/hud-811/hud-811-pra-Prescreening-Eligibility-Checklist.pdf), and these income limits are half of the 60% MFI income limits.

**% MFI 1 Person 2 Person 3 Person 4 Person 5 Person 6 Person 7 Person 8 Person**

60% $44,760 $51,120 $57,540 $63,900 $69,060 $74,160 $79,260 $84,360

**Q: What are the rents for the units?**

**A:** Maximum Monthly Rents are set by HUD annually by location and are based on Median Family Income limits and the number of bedrooms in a unit. The Maximum Monthly Rent is calculated by HUD so that Housing Costs (rent and utilities) are equal to 30% of the Median Family Income for an average household size for a given unit. 117 units at the Wynne Watts Commons have an Income Limit of 60% MFI and below are the corresponding rents for each unit based on the number of bedrooms. The 30 units for households that qualify for HUD 811 PRAs will have rental assistance. ***Utilities including internet are all included in the rent.***

**# Bedrooms 0 (Studio) 1-Bedroom 2-Bedroom 3-Bedroom**

Rent $900 $1,066 $1,280 $1,478

**Q: If I am slightly over-income can I still move in and pay a higher rent?**

**A:** No. Everyone must income-qualify to move in.

**Q: What if my application comes back denied?**

**A**: If your application is denied due to criminal, credit, or eviction history, you may submit a letter of appeal in writing within 10 business days to [WWAppeal@qresinc.com](mailto:WWAppeal@qresin.com) or by mail to our main office in Vancouver. You will want to include any backup documentation that supports your request to overturn the denial decision, as well as a letter of recommendation from a current landlord, case manager, counselor, employer, or any individual who can vouch for your ability to be a successful tenant. We will send the request to our Appeals Committee for review, who will respond within 3 business days.