



UCAN Properties Housing Pre-Application

UCAN uses a pre-application to initially screen households who would like to live in one of UCAN's housing properties. UCAN has properties in Roseburg, Green, Winston, Sutherlin, Drain and Canyonville. Units in these properties range from studios to four bedrooms. All units have a minimum and maximum number of household members who may live there.

Some units have preferences and others do not. Units with a preference are reserved for households that meet the preference. We have several units with a preference for someone with a mental illness, and several with a preference for a household with a member in recovery from a substance use disorder. We also have one unit with a preference for either a houseless household, a household with a Domestic Violence survivor or a household with a migrant farmworker.

UCAN selects households to later complete a full application for a unit based on:

1. The date/time of the household's pre-application,
2. Whether the household qualifies for the unit's preference (if there are any),
3. Whether the household is the proper size for that unit.

INSTRUCTIONS FOR HEAD OF HOUSEHOLD:

1. Complete all sections of this pre-application in ink clearly. Do not leave any section blank.
2. If the section does not apply to you, put "N/A."
3. If you need to fix an error, put one line through the mistake, write the correct info above the error, and initial the change. Do not use correction fluid or tape of any kind to fix an error (e.g. "Whiteout").
4. Make sure that all household members ages 18 or over sign and date the last page.
5. Return the four-page pre-application form (beginning on page 3) to us by either:
 - Bringing it in person or mailing it to: United Community Action Network (UCAN), 251 NE Garden Valley Blvd., Suite 111, Roseburg, OR 97470
 - Emailing it to: propertymanagement@ucancap.org

IMPORTANT: All required parts of this pre-application must be fully complete. All information you provide must be true and correct. If not the pre-application will be denied.

Most of our waiting lists are kept by unit size. We have properties with studios, 1-bedrooms, 2-bedrooms, 3-bedrooms and one 4-bedroom. We also maintain special waiting lists for homes in Canyonville and Drain. If you want to live in either of these communities, you will be able to indicate this on your pre-application.

If you are eligible for housing at a unit you have selected, your household will be placed on that unit's waiting list. We will confirm that you are on the waiting list. This does not mean that your household will obtain housing. If you are not eligible, we will send you a letter denying your pre-application. This letter will tell you how you may appeal this decision.

Once you are on a waitlist list, you need to contact us whenever you change your address, contact info, or members in your household. You also need to respond to any request we send you to provide updates. If you do not respond, you will be removed from the waiting list.

When you reach the top of the waiting list, we will contact you and provide you with a full application for housing. Upon receipt of your full application, we will see if you are eligible for the housing.

If you are disabled or have difficulty completing this form or the application when received, please advise us of your needs and call us to schedule assistance. If you have a hearing impairment, our TTY number is 1-800-927-9275. Help will be provided in a private manner and setting.

FOR COMPLETION BY APPLICANT

You must complete all required parts of the application or your application will be denied.
If you have trouble printing clearly, someone may assist you as long as you sign the application.

UNIT PREFERENCES:

Households meeting preferences are prioritized for certain units. We encourage you to indicate below any preference you meet by checking any that apply to your situation:

- ☐ **ADF:** A member of my household has a substance abuse disorder and participates in a recovery program.
- ☐ **MH:** A member of my household has a mental illness.
- ☐ **Other:** My household lacks permanent housing, has a member who is a farm worker, or has a member who is a survivor of domestic violence.

We will not discriminate on the basis of the selection of any preference. This question is asked for the sole purpose of determining whether your household is eligible for a unit preference.

HOUSEHOLD INFORMATION:

List all persons you expect to live with at move-in. If a household member is pregnant, state "Unborn Child" as a household member and enter N/A in other two columns. If you need a live-in caregiver, state "Caregiver" as a household member and enter N/A in the other two columns.

Household Member Name (Last, First, MI)	Relationship to the Head of Household	Date of Birth (mm/dd/yyyy)
	Head of Household	

OFFICE USE ONLY	Date Received:	Time Received:
Notes:		

UNIT SELECTION:

The table below shows the units that households may qualify for based on their size. To be considered for all waiting lists for units that meet your household size as indicated on Page 1, leave the table blank. If you only want to be placed on some of the waiting lists your household size qualifies for, check the unit(s) you desire in the table below.

Household Size	Studio	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
1	☐	☐			
2	☐	☐	☐		
3		☐	☐	☐	
4			☐	☐	☐
5			☐	☐	☐
6				☐	☐
7				☐	☐
8+					☐

We will place you on waiting lists by unit size for all of our properties located in Roseburg, Winston, Green and Sutherlin. When a unit opens in any of these properties, and you are next on the waiting list, we will contact you to see if you would like that unit.

LOCATION SELECTION:

We have two houses in Drain and one in Canyonville. We keep separate waiting lists for these. Please indicate below if you would like to be considered for either of these locations in addition to our other housing locations, or whether you only want to be considered for either of these locations.

DRAIN:

- ☐ I would like to be considered for homes in Drain **AND** would like to be considered for other UCAN properties for which my household is eligible.
- ☐ I would **ONLY** like to be considered for homes in Drain.

CANYONVILLE:

- ☐ I would like to be considered for the home in Canyonville **AND** would like to be considered for other UCAN properties for which my household is eligible.
- ☐ I would **ONLY** like to be considered for the home in Canyonville.

ACCESSIBILITY:

Would anyone in your household require an accessible unit?

☐ Yes ☐ No

GENERAL QUESTIONS:

1. Have you or any member of your household ever been convicted of, pled guilty to or been placed on probation for the following crimes: felony convictions by any household member involving crimes of violence against persons, destruction of property, fraud or manufacture of drugs?

☐ Yes ☐ No

2. Are you or any members of your household subject to a lifetime registration requirement under a state sex offender registration program?

☐ Yes ☐ No

If you answer “yes” to item 1 or 2, you must provide information with this application that supports why you should be considered for our housing at this time (e.g., statement from parole officer) or your application will be denied.

INCOME INFORMATION:

1. Include all gross income (before taxes) all household members expect to earn in the next 12 months.

Total monthly income \$ _____

Examples of income to include in your gross income include:

- wages,
- pensions,
- self-employment income,
- VA benefits,
- Social Security/SSDI/SSI,
- unemployment benefits,
- worker's comp,
- student financial aid,
- child support/alimony,
- disability/death benefits,
- TANF,
- payments received from others to cover your bills.

2. Do you expect to have any changes in your income in the next 12 months?

☐ Yes ☐ No

CURRENT CONTACT INFORMATION:**Please print very clearly.**

Mailing Address:	
Primary Phone Number:	Alternate:
Email Address:	

SIGNATURE CLAUSE

I understand that management is relying on this information to prove my household's eligibility for housing assisted under the HOME Investment Partnership Program. I certify that all information and answers to the questions are true and complete to the best of my knowledge. I consent to release the necessary information to determine my eligibility. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties.

PENALTIES FOR MISUSING THIS CONSENT: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208(a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

All household members 18 and over must sign below:

Head of Household Applicant Signature

Date

Other Adult Applicant Signature

Date

Other Adult Applicant Signature

Date