

# Online Waitlist Application How-To Guide



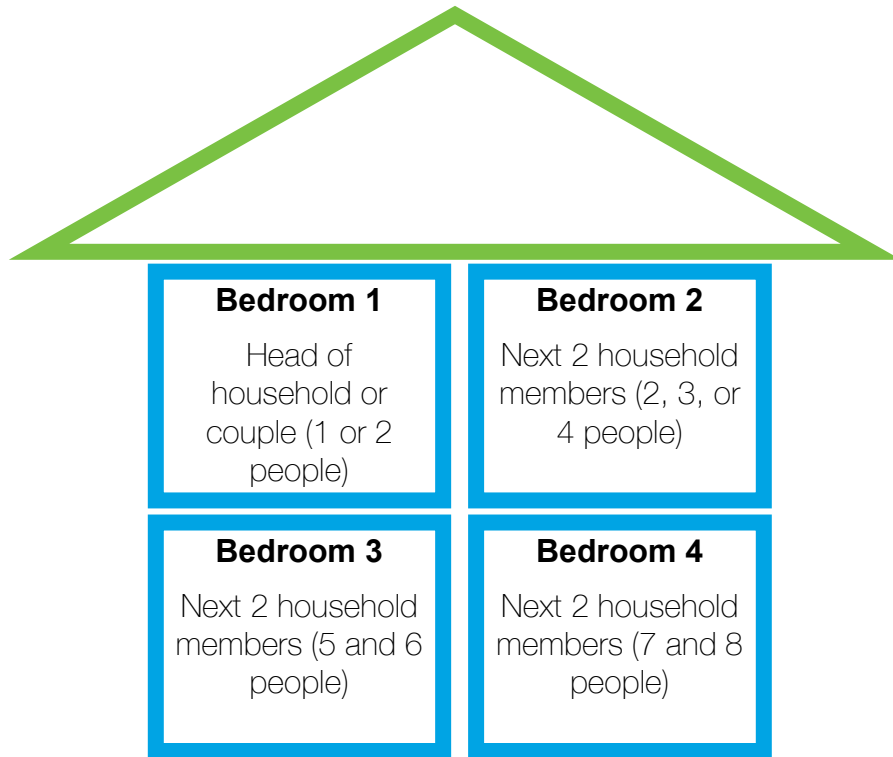
homeforward

# Things to keep in mind...

This is a lottery, which means there is no guarantee that you will make it onto a waiting list.

We will notify you of your status, in writing, by April, 2023.

# Only apply for waitlists you qualify for, based on the occupancy standard.



We calculate the unit size (number of bedrooms) you qualify for based on the size of your family. We allow one bedroom for the head of the household and their partner if applicable. For each two additional family members (regardless of age and/or gender), we allow another bedroom.

### **Example:**

A single person or a couple is eligible for a studio or one bedroom unit. A household of one or two parents plus one or two children is eligible for a 2-bedroom apartment. Home Forward will consider exceptions based on individual circumstances.

There must be at least one household member who is an eligible citizen or eligible non-citizen.

Your household must meet the income guidelines to be eligible.

<b>Household Income Limits</b>			
<b>50% Project-based Section 8 Units</b>		<b>80% Public Housing Units</b>	
<b>Household Size</b>	<b>Total Household Gross Income</b>	<b>Household Size</b>	<b>Total Household Gross Income</b>
1	\$37,300	1	\$59,680
2	\$42,600	2	\$68,160
3	\$47,950	3	\$76,720
4	\$53,250	4	\$85,200
5	\$57,550	5	\$92,080
6	\$61,800	6	\$98,880
7	\$66,050	7	\$105,680
8	\$70,300	8	\$112,480

The Waitlist

Application

Visit the waitlist page on Home Forward's website at

<https://homeforward.org/waitlists/>

Here, you will be able to see the list of properties, unit sizes, and the number of people that will be added to each list.

Click the link to apply to the  
waiting list.

<https://connect.homeforward.org/>

You will be re-directed to a new  
site.



# Click “Applicant Login”



[Home](#) [Map](#)

Call us : (503) 802-8539 | [Applicant Login](#) | [Resident Login](#)



Welcome To Home Forward

# Click the link to register

homeforward

## Applicant Portal

Email

Password

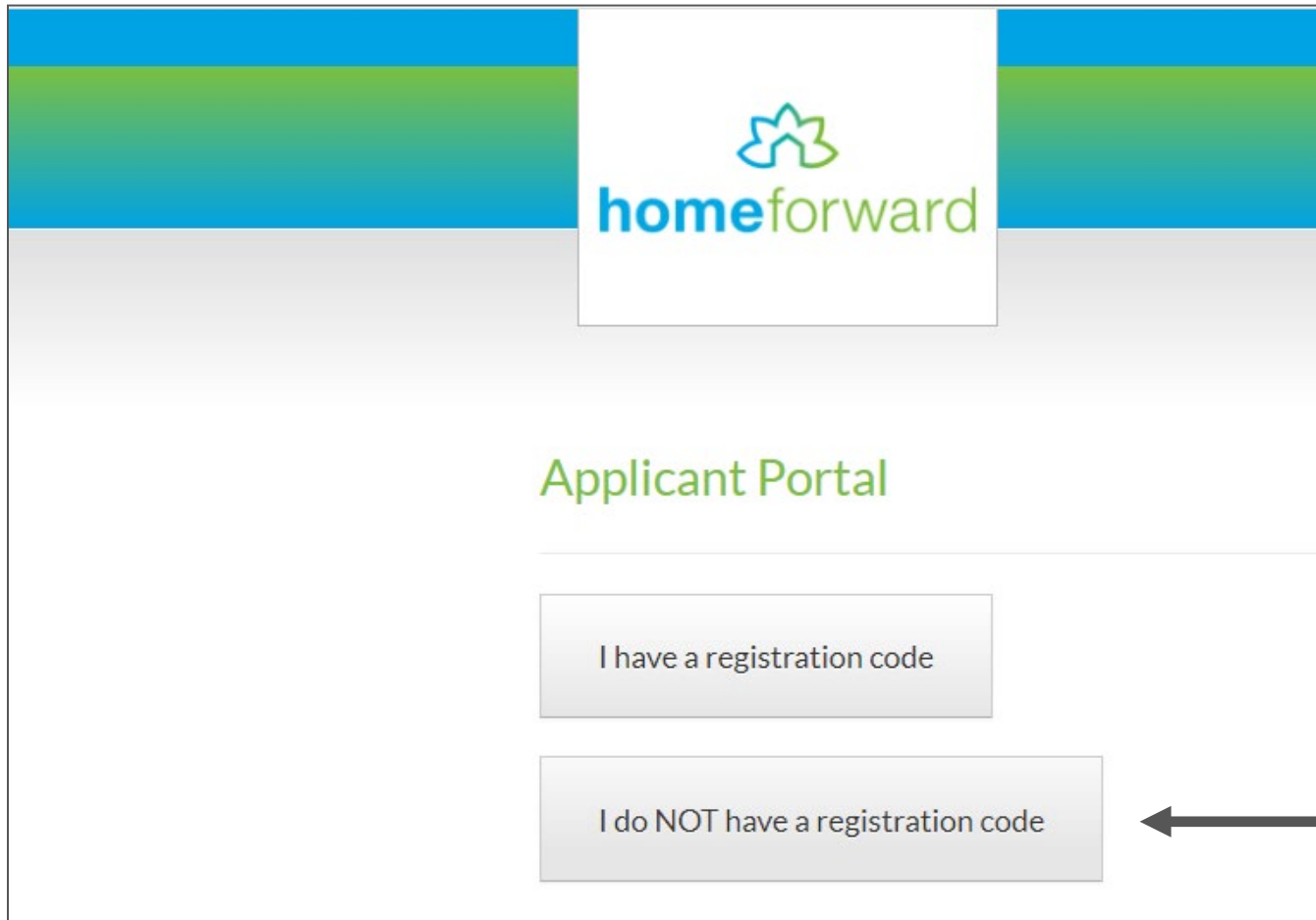
NOTE: Password must be least 10 characters long and contain all of the following: one uppercase letter, one number and one symbol.

[Forgot password?](#)

[Click here to register](#) ←

Login

# Click “I do NOT have a registration code”



- Complete the “Personal Details” and “Account Information” sections
- Click “Please read and accept the Terms and Conditions”
- Once completed, click Register

\* Denotes a required field

#### Personal Details

First Name\*

Last Name\*

SSN#\* (If you do not have a SSN, please enter 999-99-9999)

Confirm SSN#\*

Phone (Home)\*

#### Account Information

Email Address\* (Your email address is your user name)

Confirm Email Address\*

Password\*

Confirm Password\*

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Please read and accept the Terms and Conditions ←

Register ←

#### Personal Details

- First Name
- Last Name
- SS# (if none enter 999-99-9999)
- Confirm SS#
- Enter a phone number

#### Account Information

- Email Address
- Confirm email address
- Create a password
- Confirm password (write this down for your notes)

Once you have created your account, you can begin completing your application.

Select your preferred language (note: if you select a different language, the application process will switch to your preferred language for the duration of the application) and click “Next”

The screenshot shows the Home Forward Applicant Portal. At the top left is the Home Forward logo. At the top right is a phone icon and the text "Call us : (503) 802-". Below the logo is the "Applicant Portal" title. On the left is a navigation menu with items: Language Selection, Welcome Page, Contact Information, Household Information, Waiting Lists, Review & Submit, and Log Out. In the center, there is an "Application Progress" bar at 0%. Below this is a note: "\* Denotes a required field". The main heading is "Select your preferred language". Below this is a form with a label "Preferred Language\*" and an arrow pointing to it. The form contains five radio button options: English (selected), Español (Spanish), Soomaali (Somali), Việt (Vietnamese), and русский (Russian). At the bottom of the form is a blue "Next" button with an arrow pointing to it.

homeforward

Call us : (503) 802-

Applicant Portal

Application Progress 0%

Applications & Certifications | Hi, April ▾

\* Denotes a required field

Select your preferred language

Preferred Language\* ←

- English
- Español (Spanish)
- Soomaali (Somali)
- Việt (Vietnamese)
- русский (Russian)

Next ←

This next page is informational, and not necessary for completing your application. You can either click “Next” to move on, or “Click Here” to review the waitlist information.

**Home Forward Online Application**

Application Progress **8%**

Applications & Certifications | Hi, April

Language Selection

- Welcome Page
- Contact Information
- Household Information
- Waiting Lists
- Review & Submit
- Log Out

\* Denotes a required field

Welcome to Home Forward's online application!

For more information on Home Forward Property Management's 2022 Waitlist Opening [Click Here](#)

If you are having trouble completing the application, you can watch this video for instructions:

**Home Forward Organizational Values**

Home Forward

LIVING OUR VALUES

05:42

Back Next

Not required this link will take you to the waitlists opening page.

- Enter your mailing address OR a reliable address for someone you know. We will need this to stay in contact with you
- The “Email” field will be pre-filled in, so skip it
- Enter at least one phone number (home, mobile, or office). If your home phone is a cell phone, enter it in both “Home” and “Mobile”.
- Click “Next”

The screenshot shows the 'Home Forward Online Application' interface. At the top left is the 'homeforward' logo. The main heading is 'Home Forward Online Application'. On the right, there is an 'Application Progress' bar at 15% and a user profile 'Hi, April'. A navigation menu on the left includes 'Language Selection', 'Welcome Page', 'Contact Information', 'Household Information', 'Waiting Lists', 'Review & Submit', and 'Log Out'. The 'Contact Information' section contains several fields: 'Mailing Address \*' (two empty text boxes), 'City \*', 'State \*' (a dropdown menu), 'Zip \*', 'E-mail' (pre-filled with 'april123@gmail.com'), 'Home \*' (pre-filled with '(503) 280-3712'), 'Mobile' (pre-filled with '(555) 555-5555'), and 'Office' (pre-filled with '(555) 555-5555'). A legend indicates that an asterisk denotes a required field. At the bottom, there are 'Back' and 'Next' buttons, with an arrow pointing to the 'Next' button.



Next, you will enter information  
for your household members.  
Please have each of their Social  
Security numbers and birth  
dates.

Click “More Info Needed” next to your name, and complete the missing information.

NOTE: HUD does not allow “non-binary” for gender, but we do want to capture this. We will be able to do so later in the application.

Home Forward Online Application

Application Progress 31%

Applications & Certifications | Hi, April

Language Selection  
Welcome Page  
Contact Information  
Household Information

Household Members

Annual Income  
Unit Accessibility  
Special Circumstances  
Additional Details  
Waiting Lists  
Review & Submit  
Log Out

\* Denotes a required field

### Household Members

Add each household member. Your household includes:

- Head of household
- Co-head of household
- Spouse
- Other adults who live with you (including students aged 18+)
- Children who live with you
- Live-in attendants
- Foster children/adults

\* HUD Does not recognize Non-Binary gender. At the end of the section, you will have an opportunity to identify as Non-Binary

Add Household Member

First Name	Last Name	Relationship	Age	Gender	Edit	Delete
April	Soles	Head of Household	(Blank)	(Blank)	More Info Needed	Delete

Showing 1 to 1 of 1 entries

Back Next

Tell Us About Household Members

Member Details

First Name\*  
April

Middle Name

Last Name\*  
Soles

Date of Birth\*  
1.

Social Security Number (If this person does not have a SSN, enter 999-99-9999)\*  
999-99-9999 2.

Gender\*  
3.

Relationship to the Head of Household\*  
Head of Household 4.

Is this person a United States citizen by birth, a naturalized citizen, or a U.S. national?\*

5.

Preferred Language Other Than English (optional)  
6.

Notes:

Tell Us About Household Members

Is this person disabled?\*

No 7.

Ethnicity

Hispanic or Latino\*  
No 8.

Race

American Indian or Alaska Native\* 9.

Asian\*

Black or African American\*

Native Hawaiian or Other Pacific Islander\*

White\*

Save 10.

1. Complete Date of Birth
2. Social Security number (if no SS# use 999-99-9999)
3. Gender (must use M/F here but will have option for non-binary later)
4. Relationship – Note: for yourself you should select Head of Household.
5. Citizenship
6. Preferred language (other than English)

Scroll down using the side bar

7. Is this person disabled? “Yes” or “No”
8. Enter Ethnicity. You must select “Yes” or “No” and cannot leave it blank
9. Race: you must choose “Yes” or “No” for each box
10. Click “Save”

If you are the only person in your household, click “Next”

The screenshot displays the 'Home Forward Online Application' interface. On the left is a navigation menu with options: Language Selection, Welcome Page, Contact Information, Household Information, Household Members (highlighted), Annual Income, Unit Accessibility, Special Circumstances, Additional Details, Waiting Lists, Review & Submit, and Log Out. The main content area shows 'Application Progress' at 31% and a user profile for 'Hi, April'. The 'Household Members' section includes a list of household types and an 'Add Household Member' button. A table lists one member: April Soles, Head of Household, 41, Female. At the bottom, 'Back' and 'Next' buttons are shown, with an arrow pointing to the 'Next' button.

Home Forward Online  
Application

Application Progress 31%

Applications & Certifications | Hi, April

\* Denotes a required field

### Household Members

Add each household member. Your household includes:

- Head of household
- Co-head of household
- Spouse
- Other adults who live with you (including students aged 18+)
- Children who live with you
- Live-in attendants
- Foster children/adults

\* HUD Does not recognize Non-Binary gender. At the end of the section, you will have an opportunity to identify as Non-Binary

[Add Household Member](#)

First Name	Last Name	Relationship	Age	Gender	Edit	Delete
April	Soles	Head of Household	41	Female	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

[Back](#) [Next](#) ←

To add additional household members, complete the same process as previous, but first click “Add Household Member” and repeat as needed.

Home Forward Online Application

Application Progress 31%

Applications & Certifications | HI, April

Language Selection  
Welcome Page  
Contact Information  
Household Information  
**Household Members**  
Annual Income  
Unit Accessibility  
Special Circumstances  
Additional Details  
Waiting Lists  
Review & Submit  
Log Out

\* Denotes a required field

Household Members

Add each household member. Your household includes:

- Head of household
- Co-head of household
- Spouse
- Other adults who live with you (including students aged 18+)
- Children who live with you
- Live-in attendants
- Foster children/adults

\* HUD Does not recognize Non-Binary gender. At the end of the section, you will have an opportunity to identify as Non-Binary

**Add Household Member**

First Name	Last Name	Relationship	Age	Gender	Edit	Delete
April	Soles	Head of Household	41	Female	Edit	Delete

Showing 1 to 1 of 1 entries

Back Next

Enter information for your next household member

1. First Name
2. Last Name
3. Complete Date of Birth
4. Social Security number (if no SS# use 999-99-9999)
5. Gender (must use M/F here but will have option for non-binary later)
6. Relationship – Note: for yourself you should select Head of Household.
7. Citizenship
8. Preferred language (other than English)

Scroll down using the side bar

1. Is this person disabled? Yes or No
2. Enter Ethnicity (you must select Yes or No) you cannot leave blank
3. Race: you must state Yes or No to each box

1. Click “Save”

To add more household members, complete this process again until all household member information has been entered.

Tell Us About Household Members

Member Details

First Name\*  
Joe

Middle Name

Last Name\*  
Soles

Date of Birth\*  
01/01/2019

Social Security Number (If this person does not have a SSN, enter 999-99-9999)\*  
123-45-6789

Is this person a United States citizen by birth, a naturalized citizen, or a U.S. national?  
Yes

Preferred Language Other Than English (optional)

Notes

Relationship\*

- Spouse
- Co-Head
- Foster
- Youth+18
- Student 18+
- Live-In Attendant
- Adult

Tell Us About Household Members

Is this person disabled?\*

No

Ethnicity

Hispanic or Latino\*

No

Race

American Indian or Alaska Native\*

No

Asian\*

No

Black or African American\*

Yes

Native Hawaiian or Other Pacific Islander\*

No

White\*

Yes

Save Cancel

Click “Next” once you have added everyone in your household.

The screenshot shows the 'Home Forward Online Application' progress page. The 'Household Members' section is active, showing a list of two members: April Soles (Head of Household, 41, Female) and Joe Soles (Youth < 18, 3, Male). A 'Next' button is highlighted with a black arrow pointing to it from the right.

**homeforward**

Home Forward Online Application

Application Progress **31%**

Applications & Certifications | Hi, April

\* Denotes a required field

### Household Members

Add each household member. Your household includes:

- Head of household
- Co-head of household
- Spouse
- Other adults who live with you (including students aged 18+)
- Children who live with you
- Live-in attendants
- Foster children/adults

\* HUD Does not recognize Non-Binary gender. At the end of the section, you will have an opportunity to identify as Non-Binary

**Add Household Member**

First Name	Last Name	Relationship	Age	Gender	Edit	Delete
April	Soles	Head of Household	41	Female	<a href="#">Edit</a>	<a href="#">Delete</a>
Joe	Soles	Youth < 18	3	Male	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 2 of 2 entries

[Back](#) [Next](#) ←

- Enter the household's gross income. Be sure to include all unearned income for children as well, e.g. Child Support, TANF, Social Security
- Click Next

The screenshot displays the 'Home Forward Online Application' interface. At the top left is the 'homeforward' logo. Below it, the page title 'Home Forward Online Application' is shown. On the left side, there is a vertical navigation menu with the following items: 'Language Selection', 'Welcome Page', 'Contact Information', 'Household Information', 'Household Members', 'Annual Income' (highlighted), 'Unit Accessibility', 'Special Circumstances', 'Additional Details', 'Waiting Lists', 'Review & Submit', and 'Log Out'. The main content area features an 'Application Progress' bar at 38%. Below this, a note states '\* Denotes a required field'. The section is titled 'Annual Income' and includes a 'Help' link. The instruction reads: 'Enter the total annual gross income (before taxes) (*What's this?*) for everyone in your family.' There is an input field for 'Annual Income \*' with an arrow pointing to it. At the bottom of the form, there are 'Back' and 'Next' buttons, with an arrow pointing to the 'Next' button.

- Indicate accessibility needs for your household – if there are none, choose the “None” box
- Click “Next”

NOTE: You must select something.

The screenshot shows the 'Home Forward Online Application' interface. On the left is a navigation menu with items: Language Selection, Welcome Page, Contact Information, Household Information (with sub-items Household Members and Annual Income), Unit Accessibility (highlighted), Special Circumstances, Additional Details, Waiting Lists, Review & Submit, and Log Out. The main content area shows 'Application Progress' at 46% and a 'Unit Accessibility' section. A note states '\* Denotes a required field'. The question asks if any household member requires unit accessibility accommodations, with instructions to select 'None' if none apply. Four radio button options are listed: Hearing Access, Mobility Access, Sight Access, and None. The 'None' option is selected. A 'Next' button is highlighted with a black arrow pointing to it from the right.

Home Forward Online Application

Application Progress 46%

Applications

\* Denotes a required field

Unit Accessibility

Does any member of your household require unit accessibility accommodations? If none apply, select **None**.

Hearing Access

Mobility Access

Sight Access

None

Back Next



- Indicate special circumstances for your household – if there are none, choose the “None” box.
- Click “Next”

NOTE: This has no bearing on your application acceptance or waitlist position.

**Home Forward Online**  
**Application**

Application Progress **54%**

\* Denotes a required field

**Special Circumstances**

Are you currently displaced or homeless? If none apply, select **None**.

Displaced

Homeless

None

Back Next ←

Language Selection  
Welcome Page  
Contact Information  
Household Information  
Household Members  
Annual Income  
Unit Accessibility  
Special Circumstances  
Additional Details  
Waiting Lists  
Review & Submit  
Log Out

If no additional details are needed, click “Next”

The screenshot shows the 'Home Forward Online Application' interface. On the left is a navigation menu with items: Language Selection, Welcome Page, Contact Information, Household Information, Household Members, Annual Income, Unit Accessibility, Special Circumstances, Additional Details, Waiting Lists, Review & Submit, and Log Out. The 'Additional Details' item is highlighted. On the right, the 'Application Progress' bar is at 62%. Below it is a note: '\* Denotes a required field'. The 'Additional Details' section contains a large empty form area. At the bottom of this section are two blue buttons: 'Back' and 'Next'. A black arrow points to the 'Next' button.

Choosing

Waitlists

When you select waitlists, remember that you must qualify for the unit size based on occupancy standards. Also, these properties require you to be Senior (55+) or disabled to qualify:

Northwest Towers  
(Studio/1bedroom)

Hollywood East  
(Studio)

Schrunk Tower  
(1bedroom)

Williams Plaza  
(Studio/1bedroom)

Dahlke Manor  
(1bedroom)

Gallagher Plaza  
(1bedroom)

Sellwood Center  
(Studio)

Holgate House  
(1bedroom)

Medallion  
(1bedroom)

Ruth Haefner  
(1bedroom)

If the head of household or spouse does not meet these requirements, you will not qualify for these lists.

The table with property names in blue, has links to the informational page on our website for that property. If you click the link, it will open another tab in your browser where you can read about the property.

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Home Forward Online Application

Application Progress 77% Applications & Certifications | HI April

\* Denotes a required field

Waiting Lists

Select the waiting list(s) that you want to apply to. For more information on the property, click on the property from the list below:

Senior and/or Disabled Only	Gresham	NE Portland	SE Portland	
<a href="#">Dahlike Manor</a>	Northwest Towers	Alderwood	Carlton Court	Demar Downs
Gallagher Plaza	Ruth Haefner Plaza	Eastwood Court	Cello Court	Floresta
Holgate House	Schrunk Riverview Tower	Fir Acres	Dekum Court	Harold Lee Villages
Hollywood East	Sellwood Center	Madrona Place	Elliot Square	Hunter's Run
Medallion Apartments	Williams Plaza	Stark Manor	Maple Mallory	Powellhurst Woods
		Tillicum North		Townhouse Terrace

homeforward Search... Translate

About Us Operations Housing Programs Community Services Development Safety

## dahlike manor

Dahlike Manor is a nine-story public housing apartment community with 115 one-bedroom homes. This community is reserved for seniors and persons with disabilities. Located in inner Northeast Portland, it is close to mass transit and Lloyd Center and the shops on NE Broadway.

# of Units	Unit Type	Size	Rent Amount
115	One Bedroom	445 sq. ft.	28.5 - 31% of income

**Location:**  
915 NE Schuyler St. Portland 97212

**Neighborhood:**  
NE Portland

**Leasing Office:**  
915 NE Schuyler St.  
and 97212  
Powered by Home Forward

**Amenities:**  
Dahlike Manor is located in the historic Irvington neighborhood close to the freeway and downtown Portland. This community features a community room with kitchen, on site laundry facilities and park-like grounds. Dahlike Manor also provides services to qualified residents such as Meals on Wheels and the Congregate Housing Services programs that help seniors continue to live independently.

**After Hours Maintenance:**  
503-239-2773 Please do not call during regular business hours.

**Income Guidelines:**

https://www.homeforward.org/content/dam/2022/02/02/Dahlike-Manor-Info-Page.pdf

The area in grey is where you would select the properties you are applying for by checking the boxes in the “Select” column, next to the waiting list name. The “Description” column has the unit sizes available.

Select	Waiting list	Description
<input type="checkbox"/>	Alderwood Wait List	Alderwood 2 and 3 Bedroom Waiting Lists
<input type="checkbox"/>	Bel Park Wait List	Bel Park Studio Waiting Lists
<input type="checkbox"/>	Carlton Court Wait List	Carlton Court 2 and 3 Bedroom Waiting Lists
<input type="checkbox"/>	Celilo Court Wait List	Celilo Court 2 and 3 Bedroom Waiting Lists
<input type="checkbox"/>	Dahlke Manor Wait List	Dahlke Manor 1 Bedroom Waiting Lists
<input type="checkbox"/>	Dekum Court Wait List	Dekum Court 2 and 3 Bedroom Waiting Lists
<input type="checkbox"/>	Demar Downs Wait List	Demar Downs 2 Bedroom Waiting Lists
<input type="checkbox"/>	Eastwood Court Wait List	Eastwood Court 2 and 3 Bedroom Waiting Lists
<input type="checkbox"/>	Eliot Square Wait List	Eliot Square 2, 3 and 4 Bedroom Waiting Lists
<input type="checkbox"/>	Fir Acres Wait List	Fir Acres 2 and 3 Bedroom Waiting Lists
<input type="checkbox"/>	Floresta Wait List	Floresta 2 and 3 Bedroom Waiting Lists

You may select as many lists as you want; just make sure you qualify for them. Click “Next” when you’re finished.

Back Next

- Review your information
- Check the “I accept the above terms and conditions” box
- Click “Next”

Home Forward Online

Application Progress 85% Applications & Certifications | Hi, April

### Application

- Language Selection
- Welcome Page
- Contact Information
- Household Information
- Waiting Lists
- Review & Submit
- Log Out

\* Denotes a required field

#### Final Review & Submission

Confirm the information you entered is correct. When you are ready to submit your application, accept the terms and conditions.

Household Members | Annual Income | Unit Accessibility | Special Circumstances | Additional Details | Waiting Lists

First Name	Last Name	Relationship	Age	Gender	Citizenship
April	Soles	Head of Household	41	Female	Eligible Citizen
Joe	Soles	Youth<18	3	Male	Eligible Citizen

#### Terms and Conditions

I understand that any false or misleading information will result in the rejection of this application. All applications are conditional upon final review by the housing authority.

I accept the above terms and conditions.

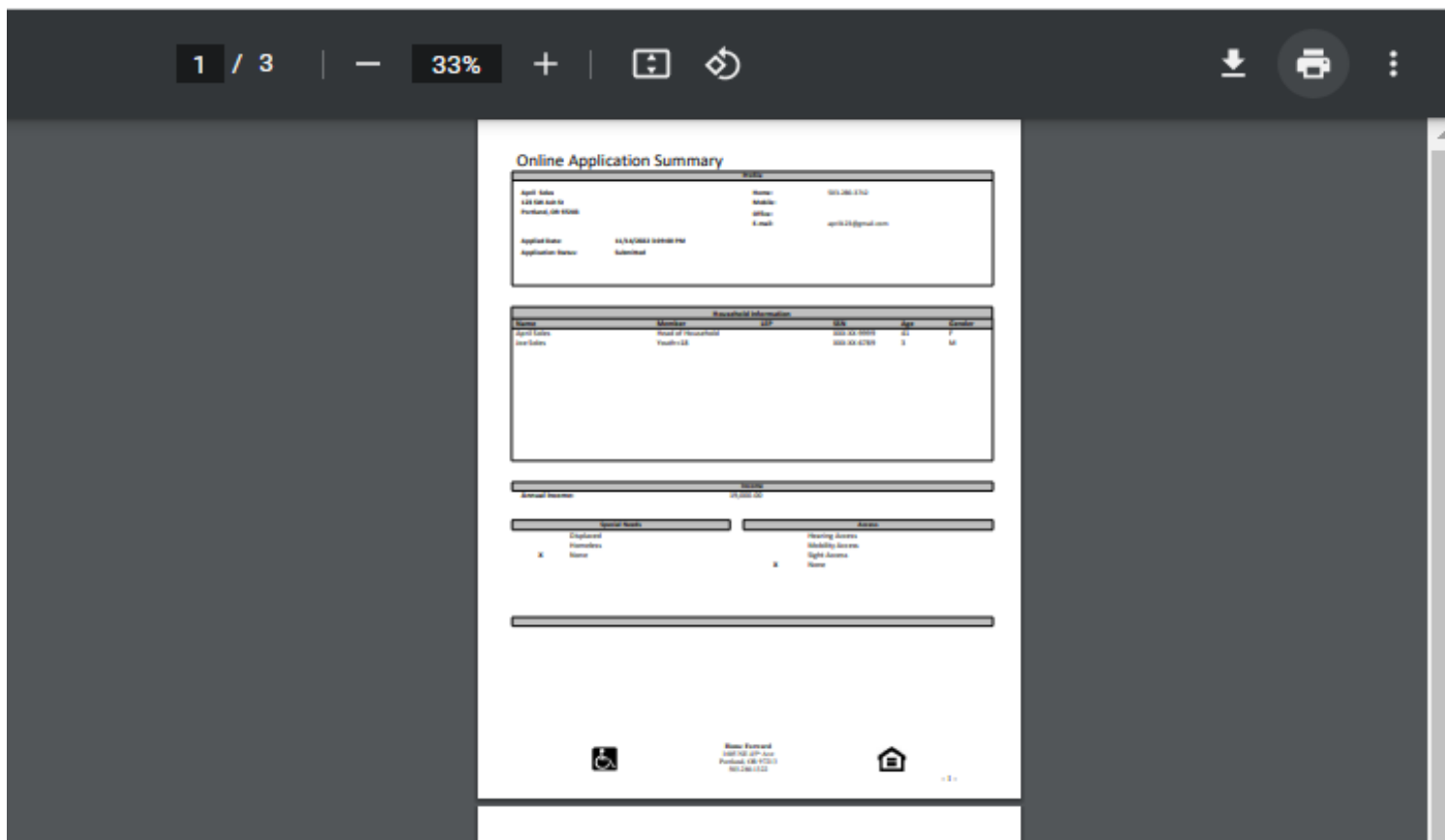
[Back](#) [Next](#)



Congratulations! Your application  
has been submitted.

If you would like a copy, don't  
close the window yet. You can  
download and/or print a copy for  
your records.

- If you do not want a copy, click “Logout”
- If you do, click “Download Application as PDF” and click the printer icon.
- If you don’t have a printer, you can take a photo or screenshot with your phone)



## **Thank you for your application! Here are a few reminders:**

- This application is for entry into a lottery, not a guarantee that you will be selected for the properties you indicated you would like to apply for.
- The lottery process takes several months, so you may not hear from us for a while.
- Once the lottery is completed, you will receive a notification from us with results for each list you applied for.
- It is important to keep your contact information up to date with us. If you have an address change you can return to this application and update it by logging in with your email address and password.
- We will not have any information regarding your application, until after April, 2023. Please do not call requesting information until then. We appreciate your understanding.

Thank you! We look forward to  
housing people soon.

If you still need help with your application, call The Waitlist Helpline at **503-415-8050** on weekdays from 8AM-4:30PM until December 14<sup>th</sup>.





**home**forward

November 30, 2022