Online Waitlist Application How-To Guide

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 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.

Household Income Limits			
50% Project-based Section 8 Units		**80% Public Housing Units**	
Household Size	Total Household Gross Income	Household Size	Total Household Gross Income
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/

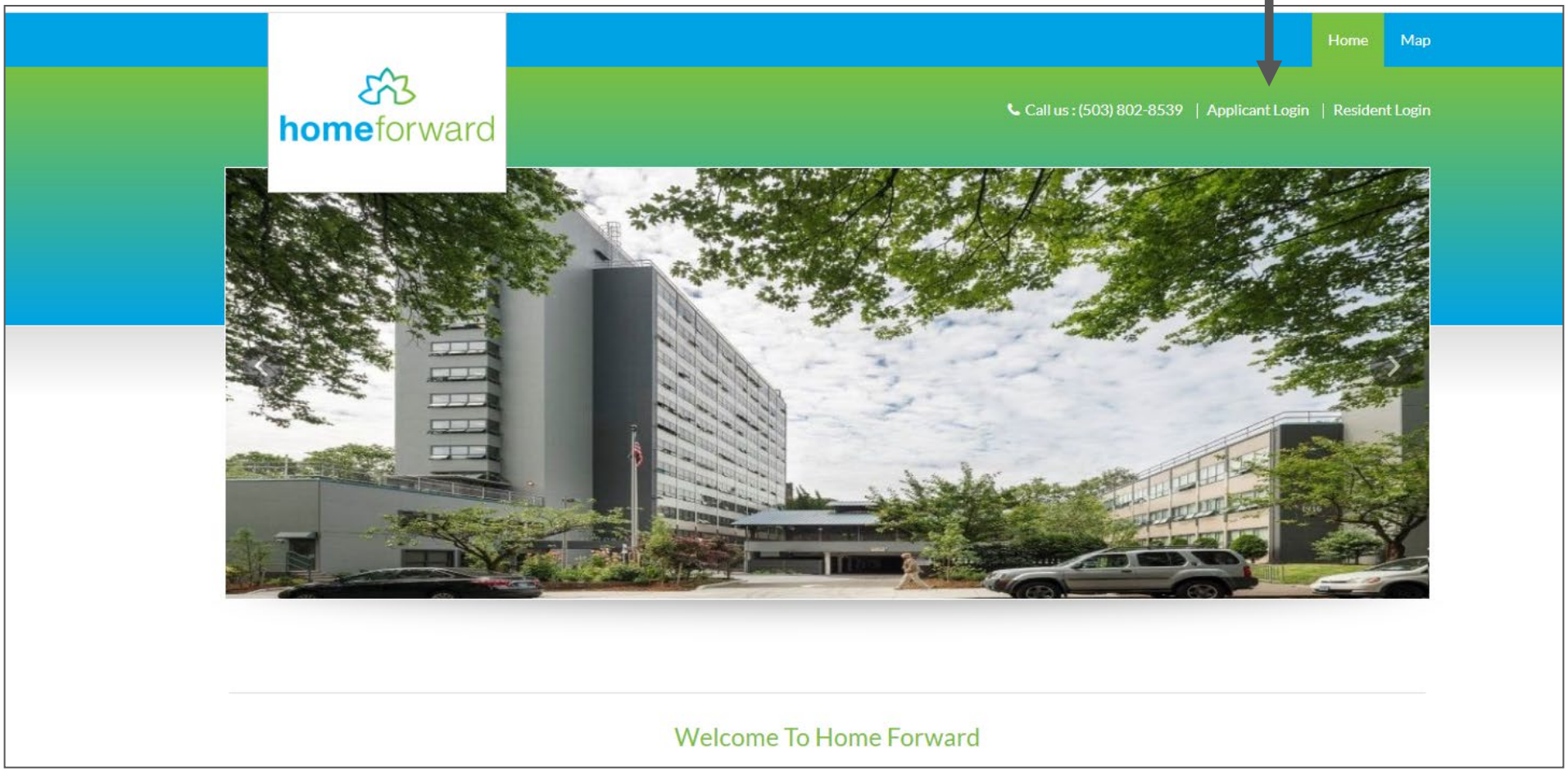
Here, you will be able to see the list of properties, unit sizes, and the number of people that will be added to each list.

Click the link to apply to the waiting list.

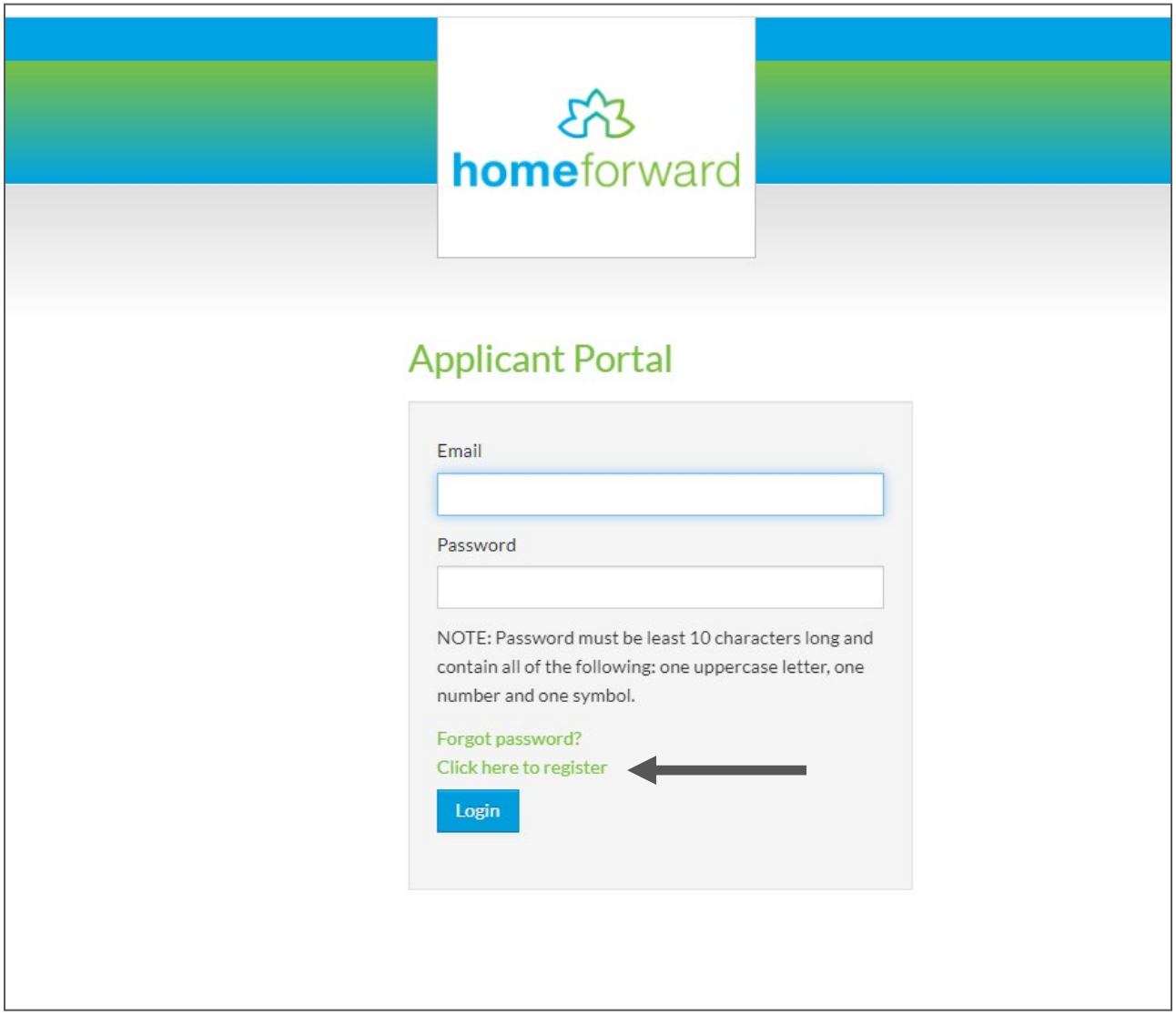
https://connect.homeforward.org/

You will be re-directed to a new site.

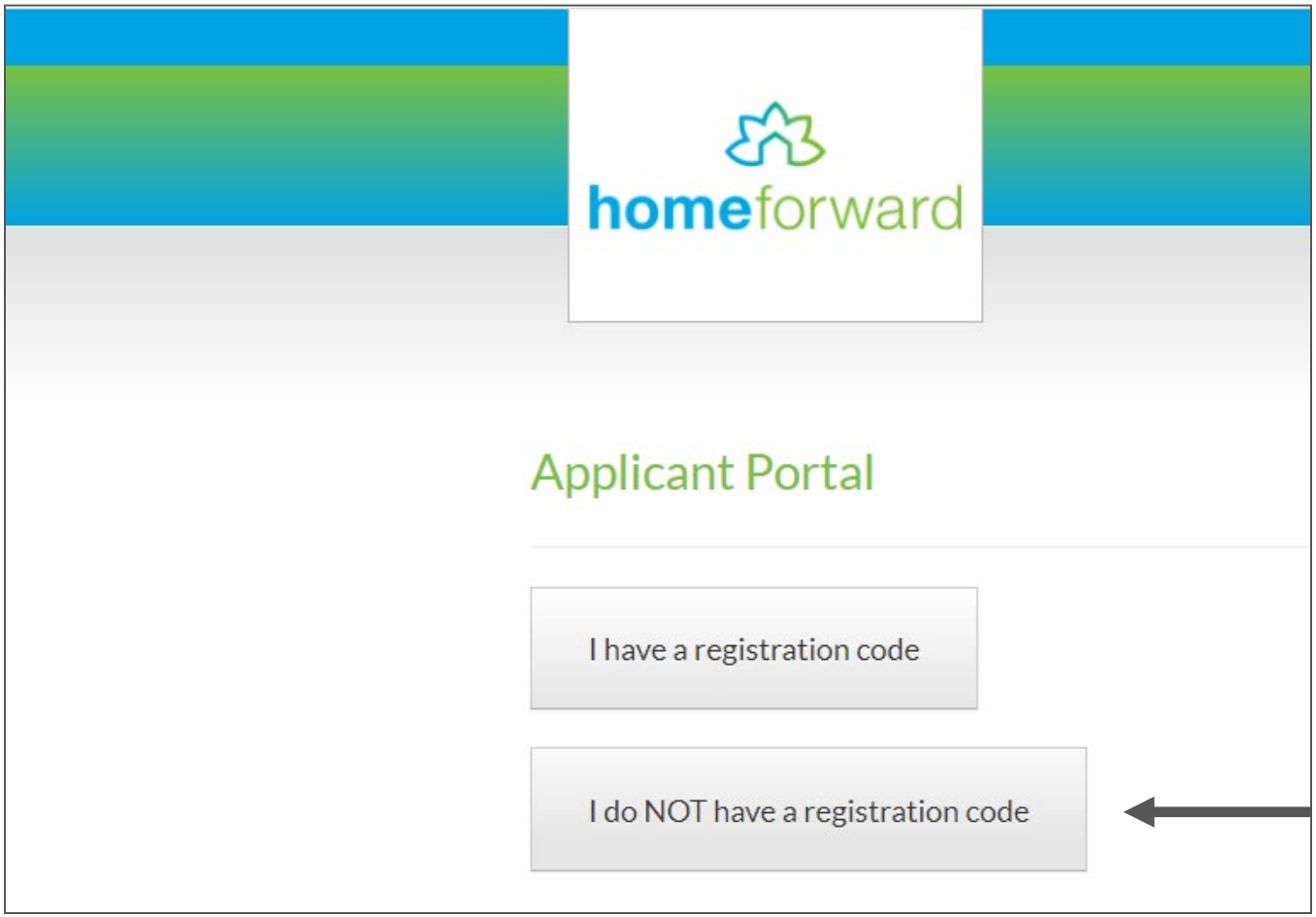
Click “Applicant Login”



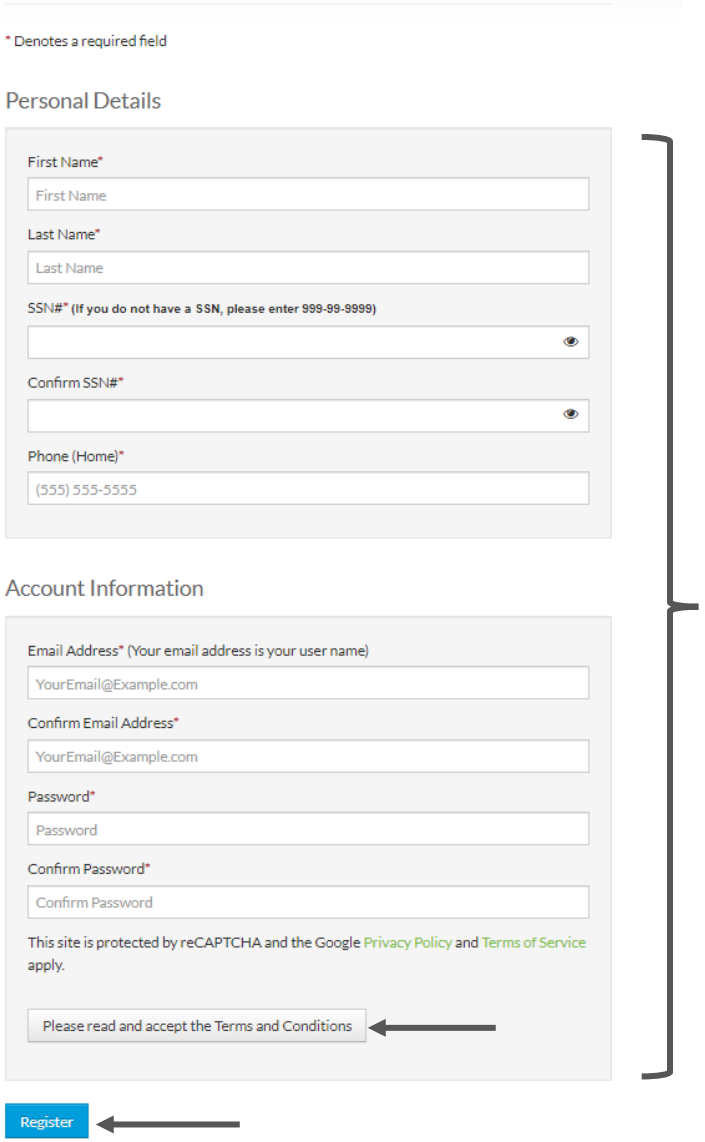
Click the link to register



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

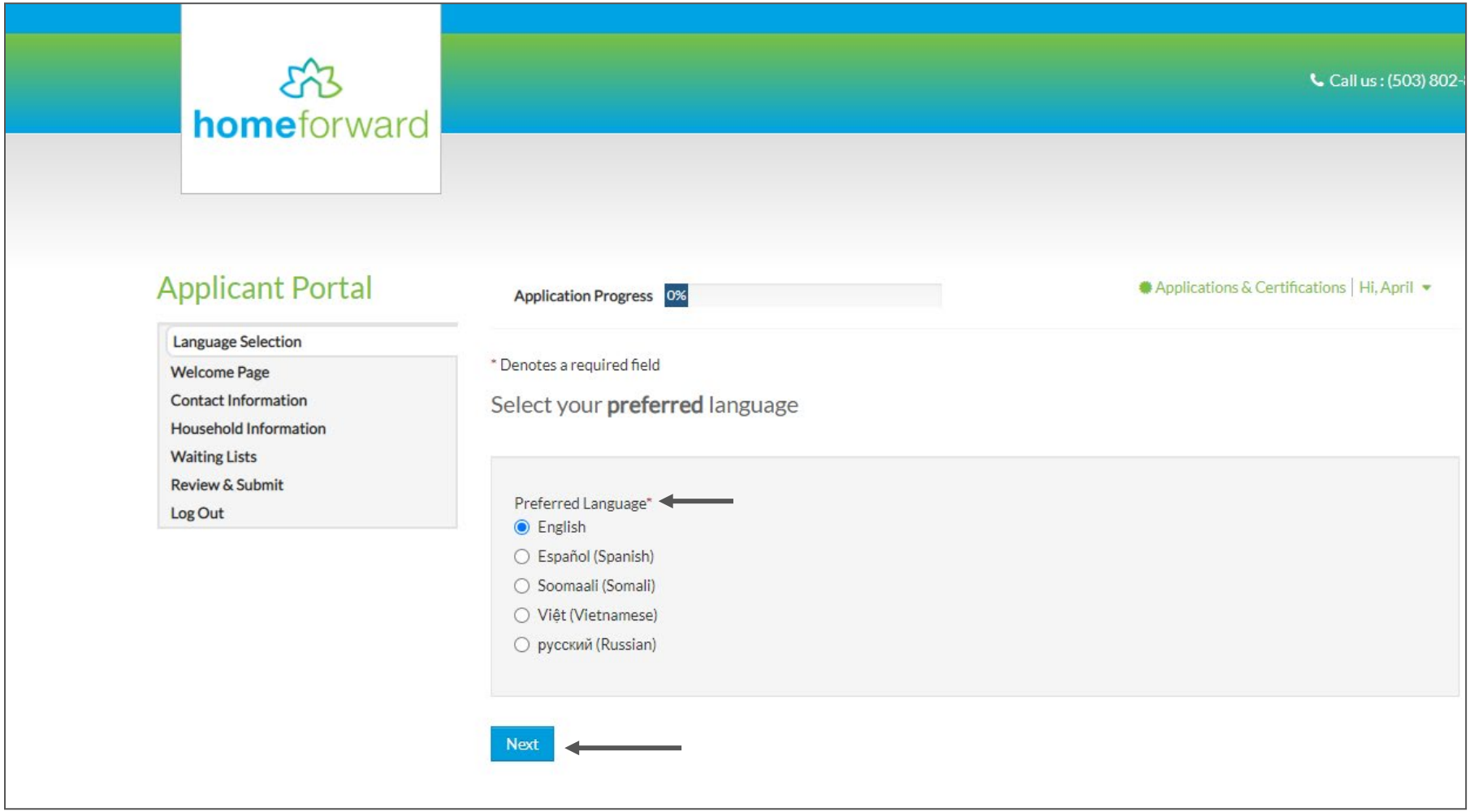


Personal Details
- First Name
- Last Name
- SS# (if none enter 999-99-9999)
- Confirm SS#
- Enter a phone number

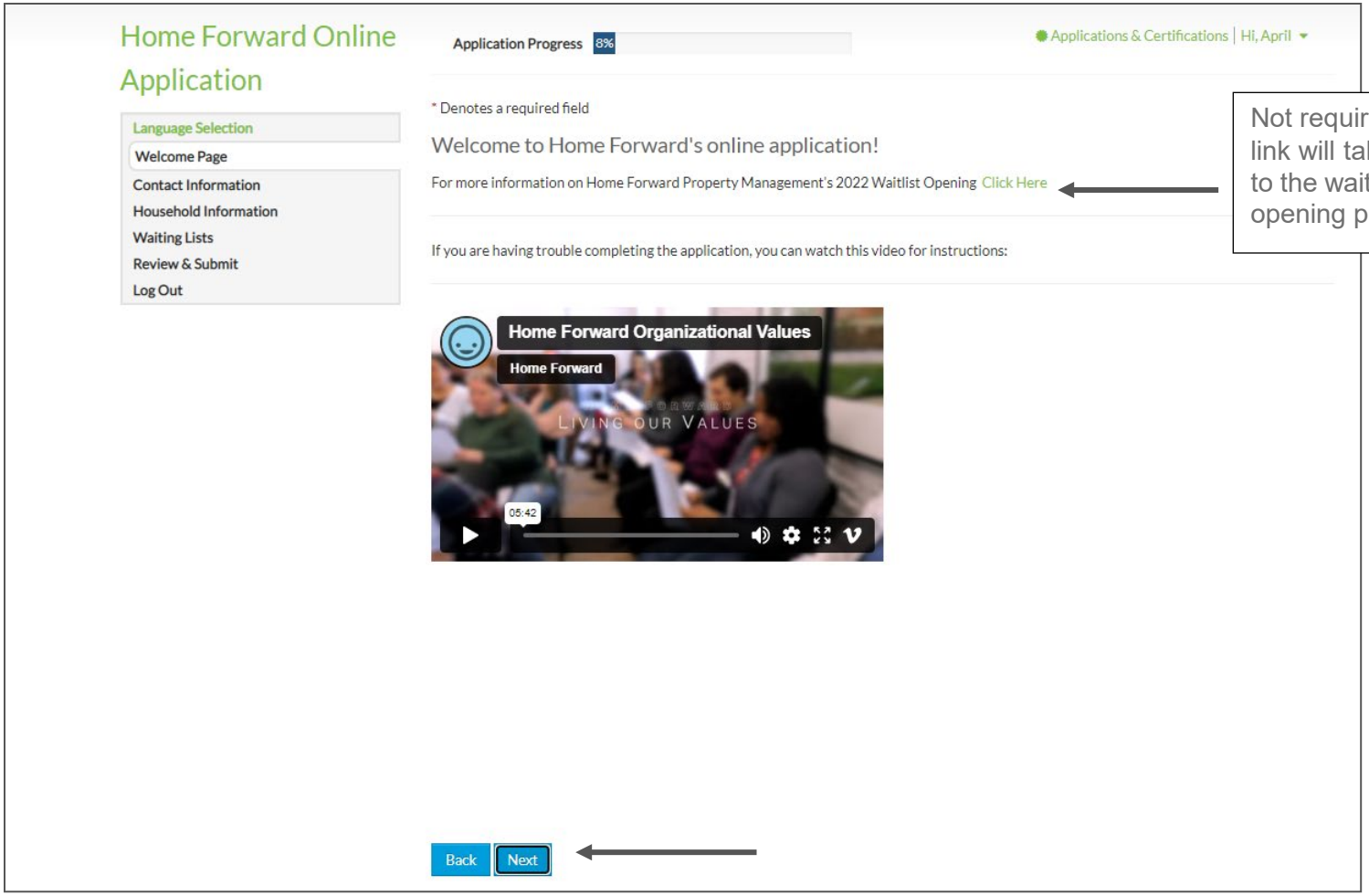
Account Information
- Email Address
- Confirm email address
- Create a password
- Confirm password (write this down for your notes)

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

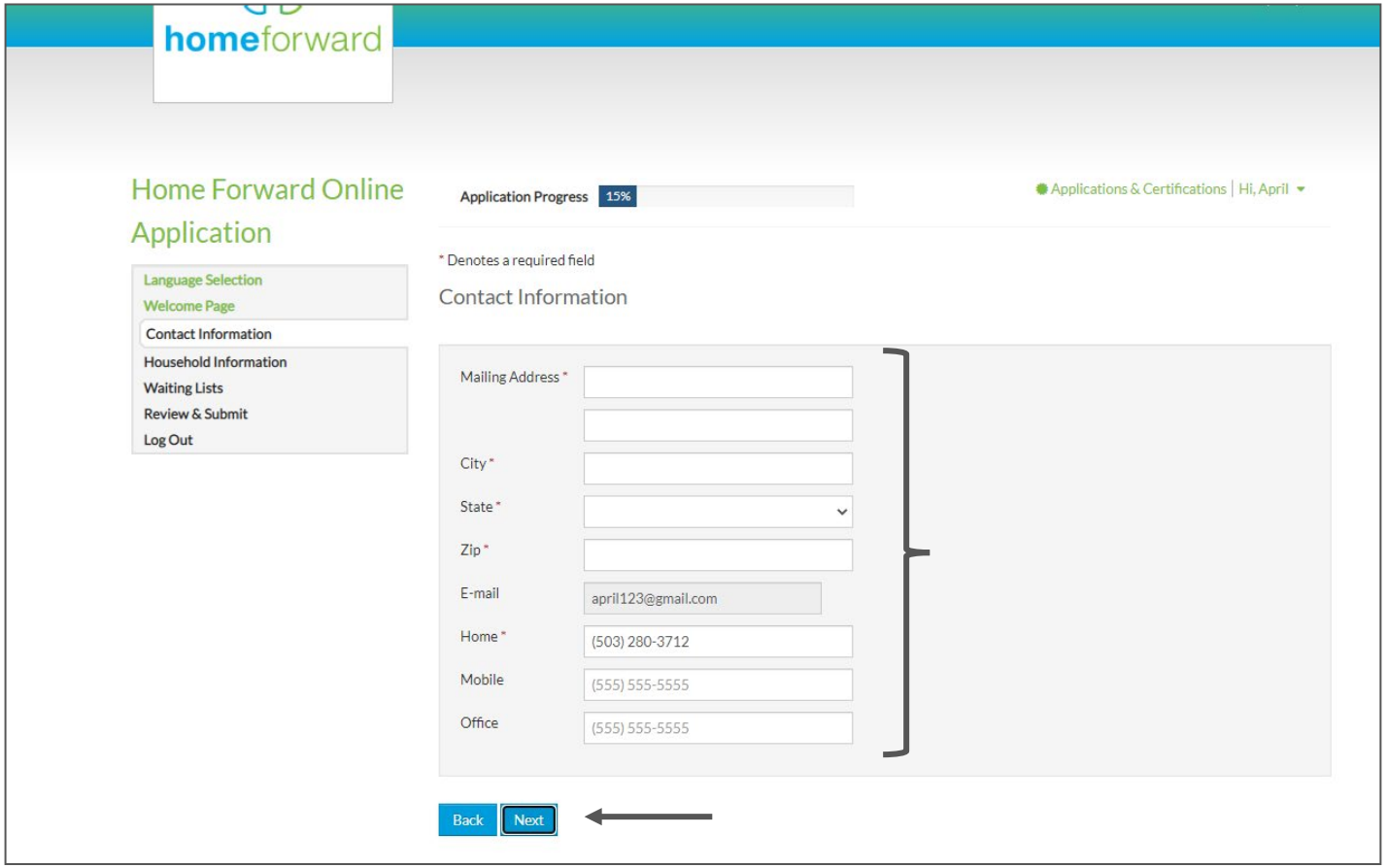
Select your preferred language (note: if you select a different language, the application process will switch to your preferred language for the duration of the application) and click “Next”



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.



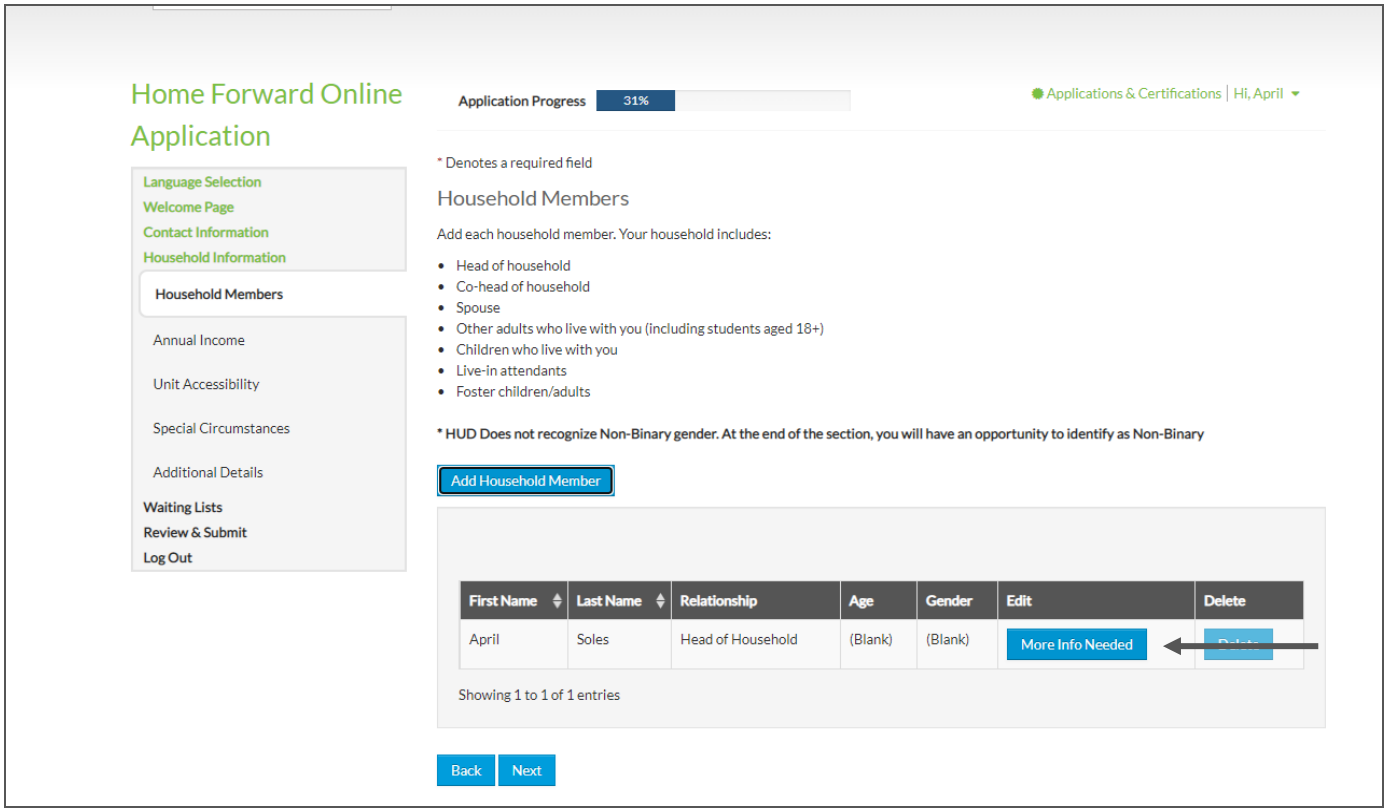
- Enter your mailing address OR a reliable address for someone you know. We will need this to stay in contact with you
- The “Email” field will be pre-filled in, so skip it
- Enter at least one phone number (home, mobile, or office). If your home phone is a cell phone, enter it in both “Home” and “Mobile”.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

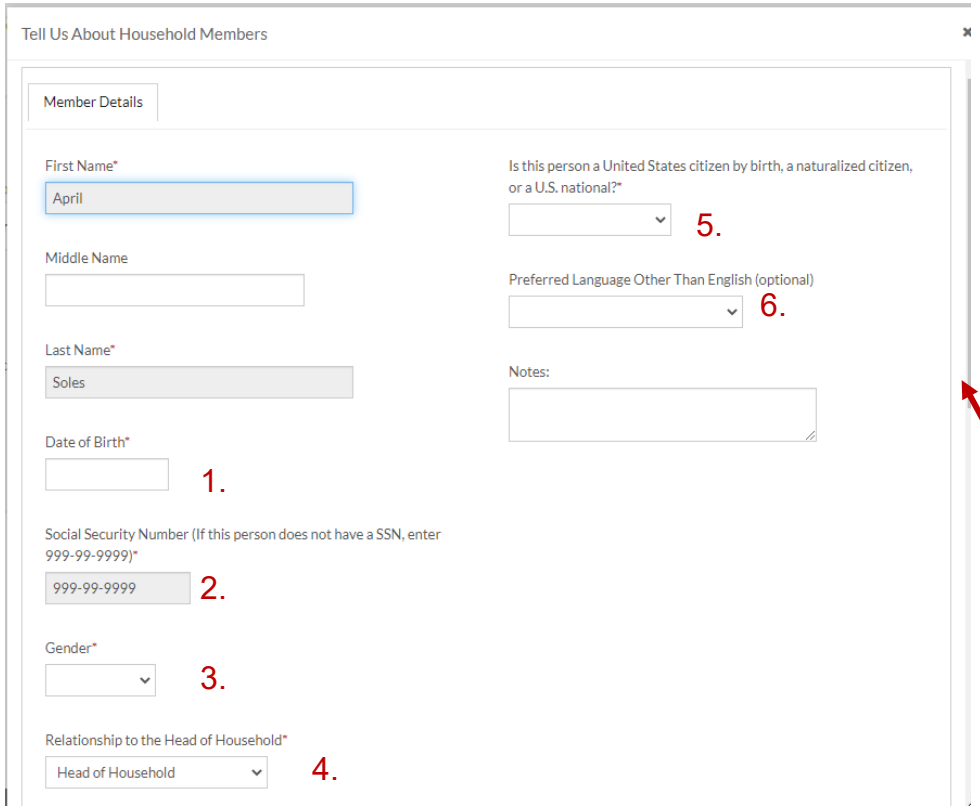


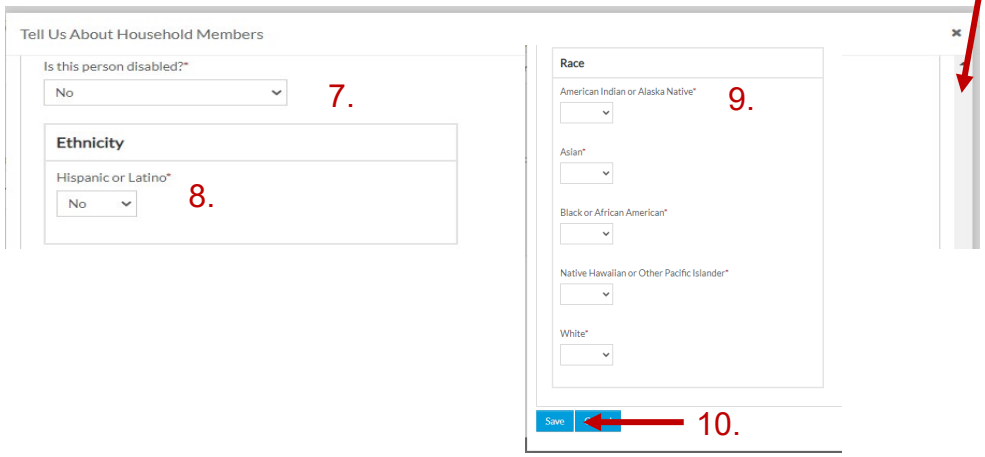
Next, you will enter information for your household members. Please have each of their Social Security numbers and birth dates.

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.







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

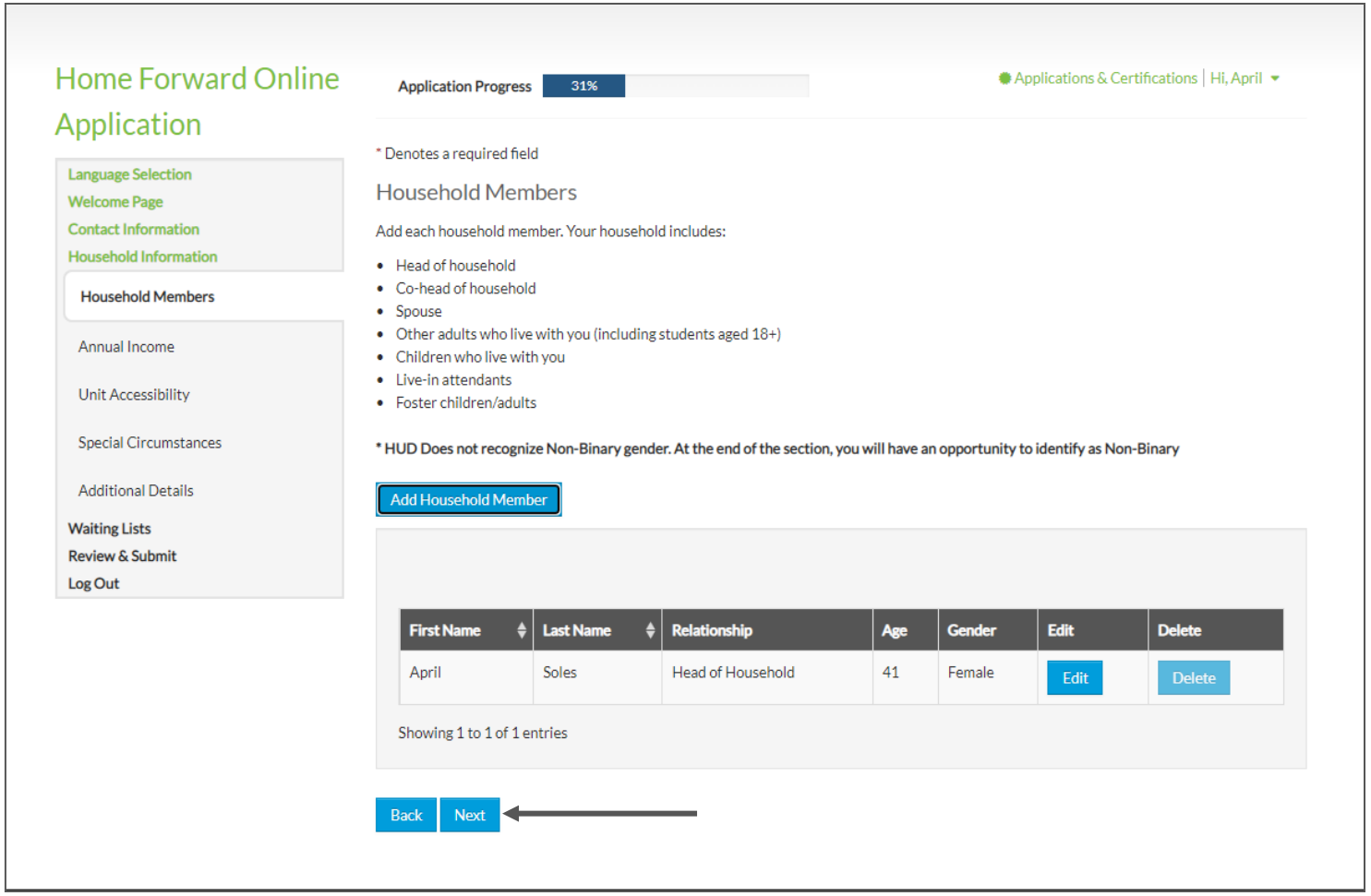
7. Is this person disabled? “Yes” or “No”

8. Enter Ethnicity. You must select “Yes” or “No” and cannot leave it blank

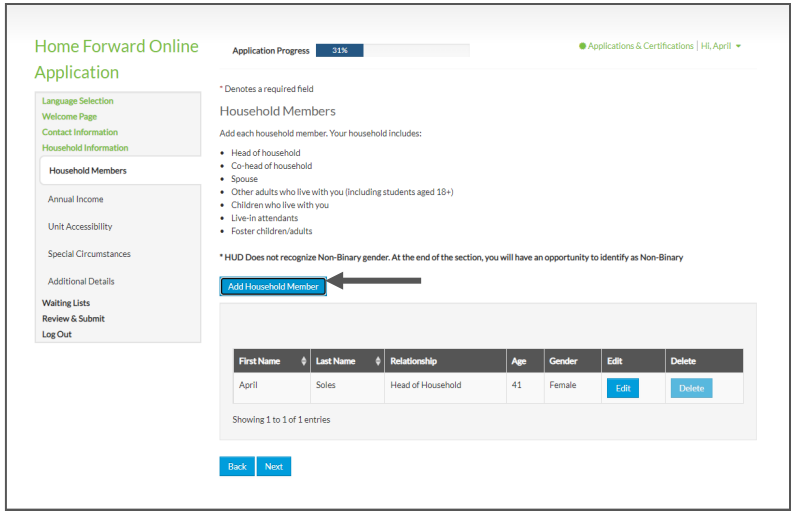
9. Race: you must choose “Yes” or “No” for each box

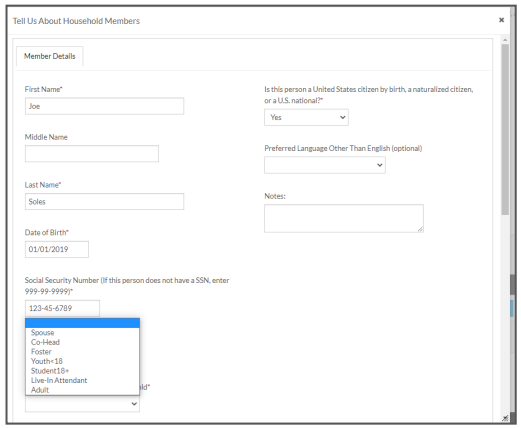
10. Click “Save”

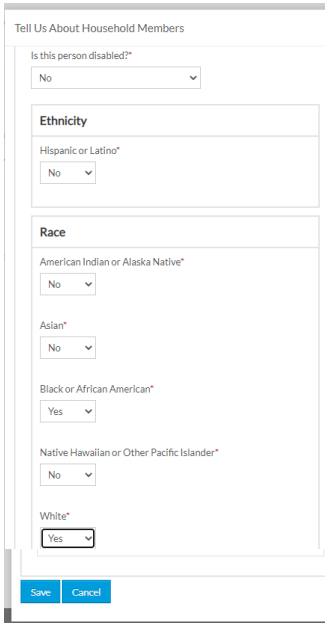
If you are the only person in your household, click “Next”



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







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)

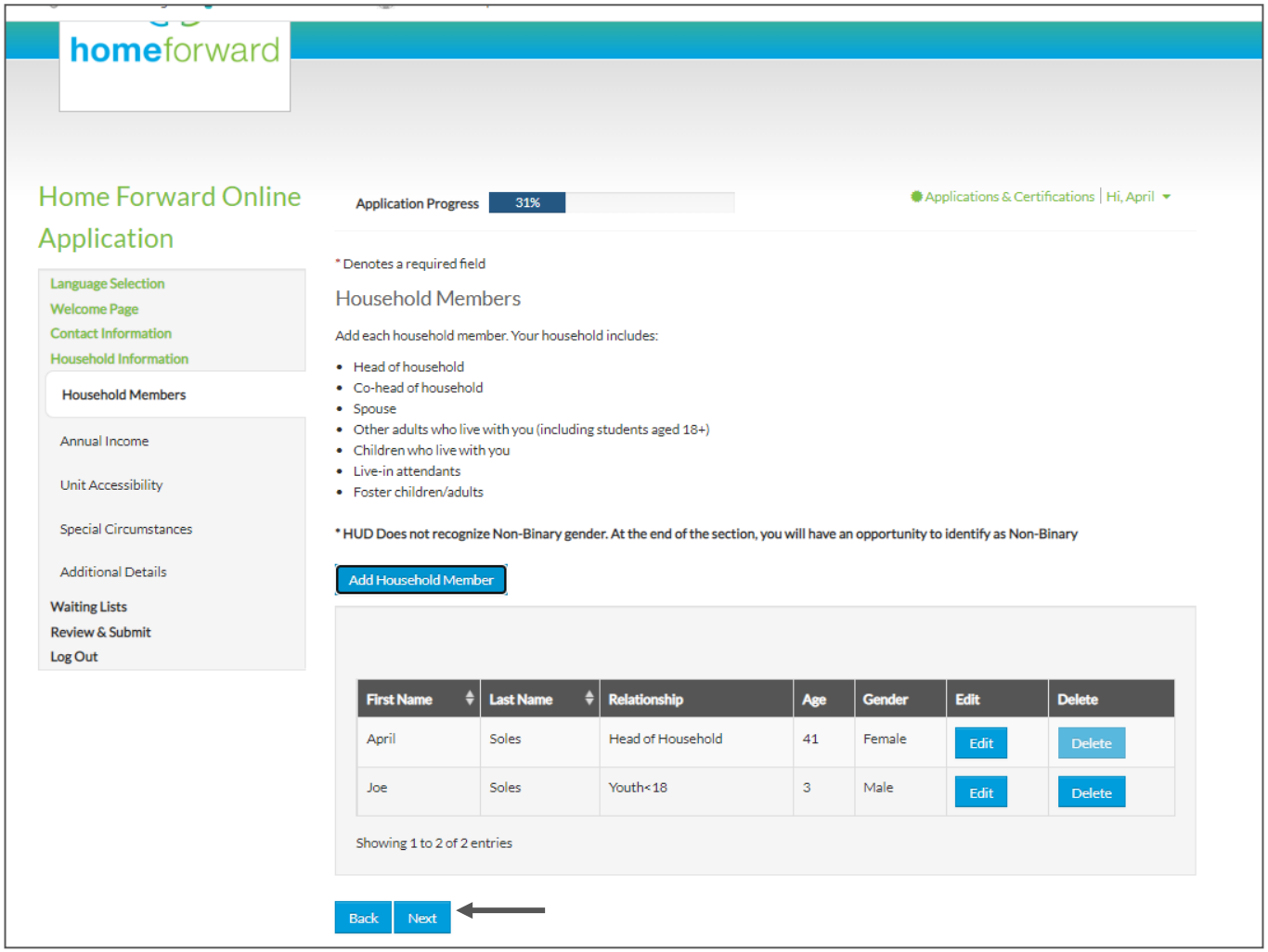
Scroll down using the side bar

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

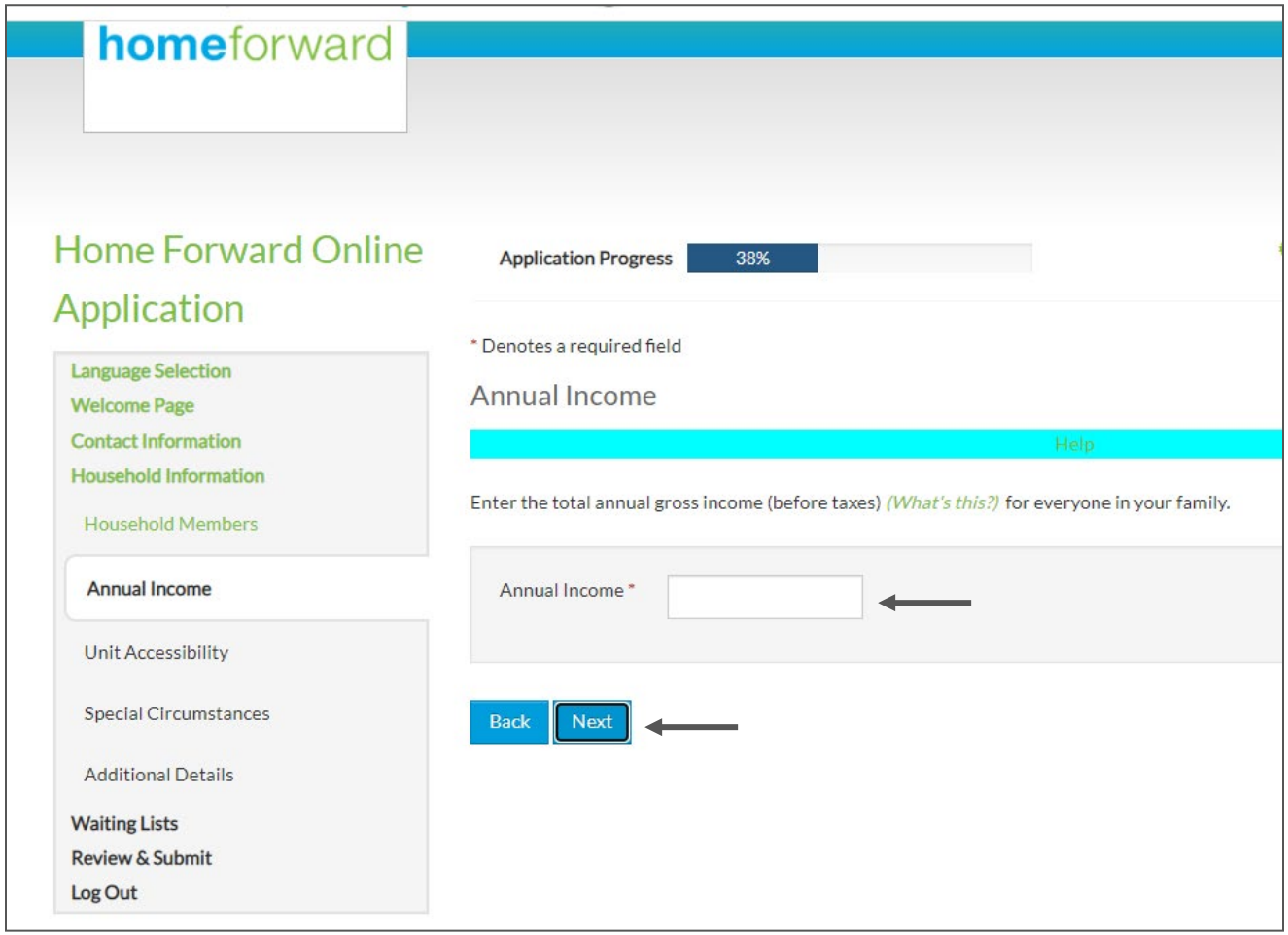
1. Click “Save”

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

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

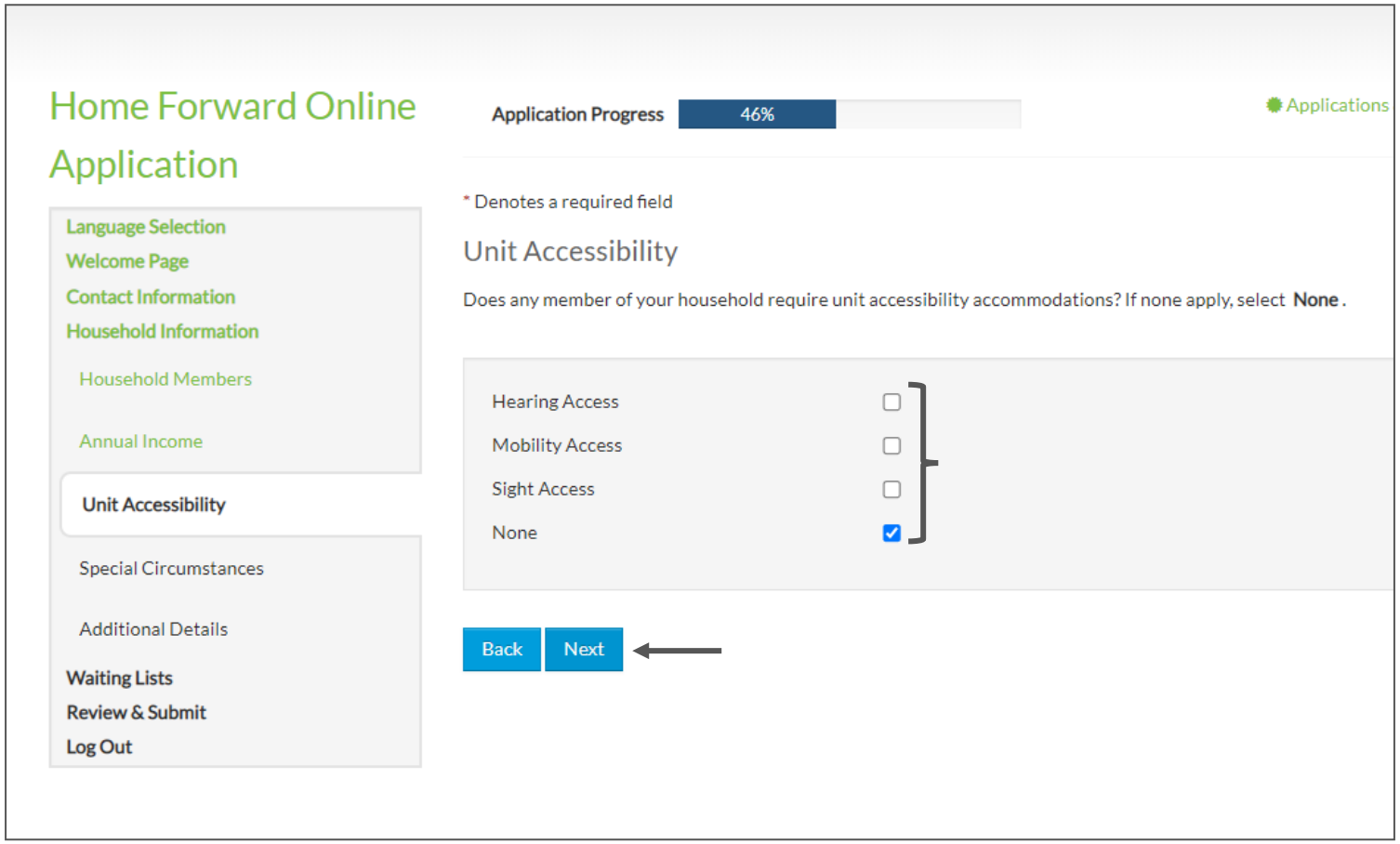


- Enter the household's gross income. Be sure to include all unearned income for children as well, e.g. Child Support, TANF, Social Security
- Click Next



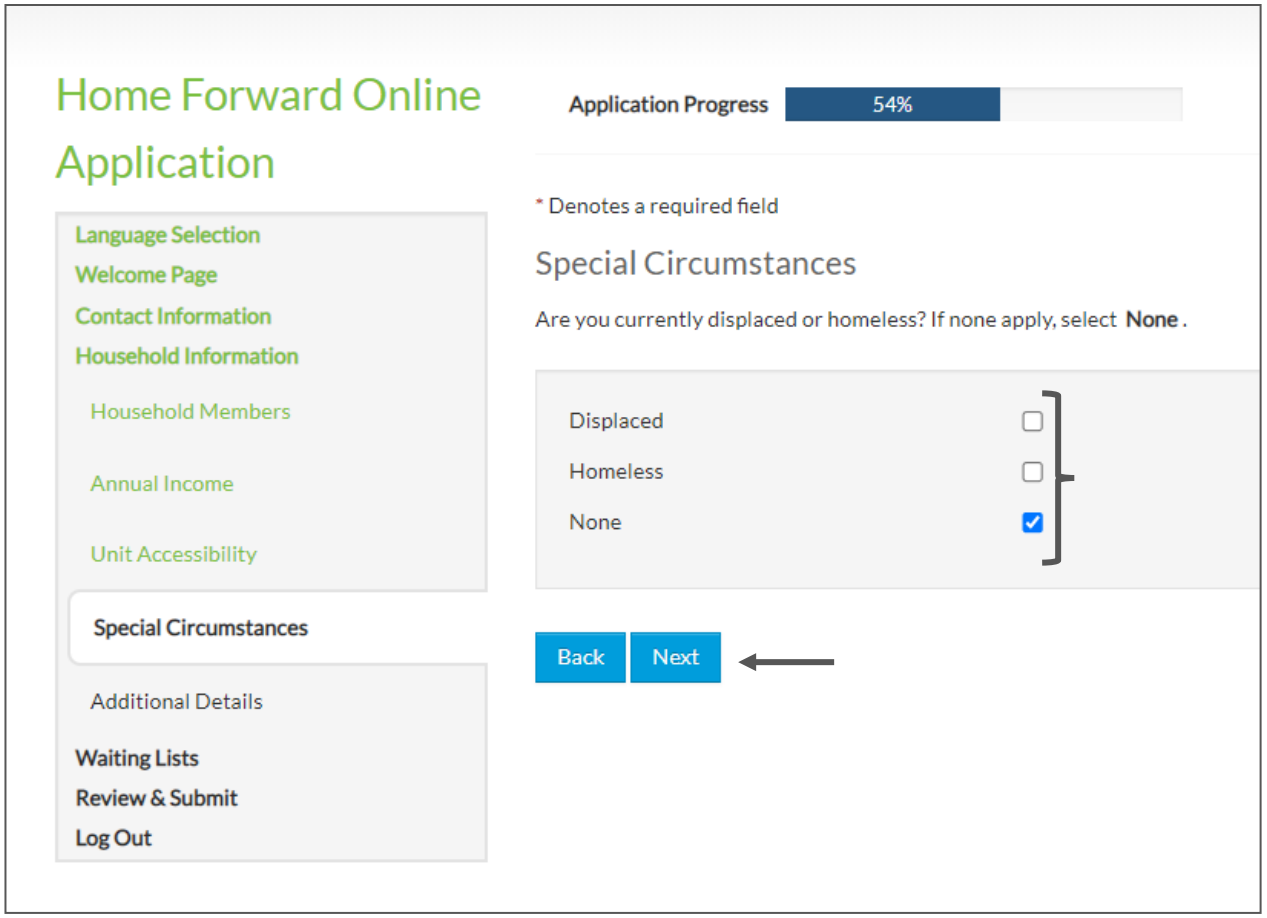
- Indicate accessibility needs for your household – if there are none, choose the “None” box
- Click “Next

NOTE: You must select something.

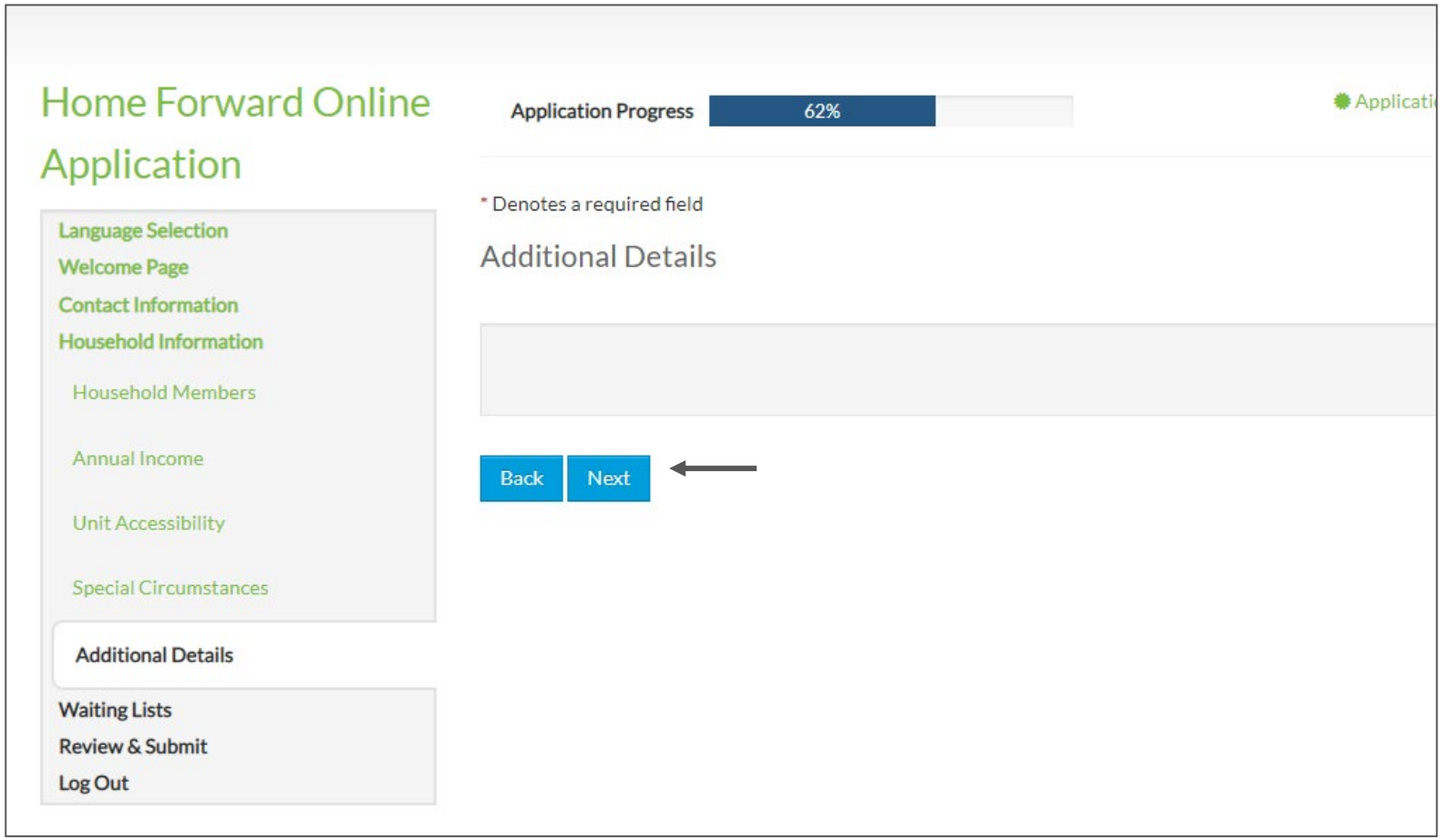


- Indicate special circumstances for your household – if there are none, choose the “None” box.
- Click “Next

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



If no additional details are needed, click “Next”



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)

Williams Plaza
(Studio/1bedroom)

Sellwood Center
(Studio)

Hollywood East
(Studio)

Dahlke Manor
(1bedroom)

Holgate House
(1bedroom)

Ruth Haefner
(1bedroom)

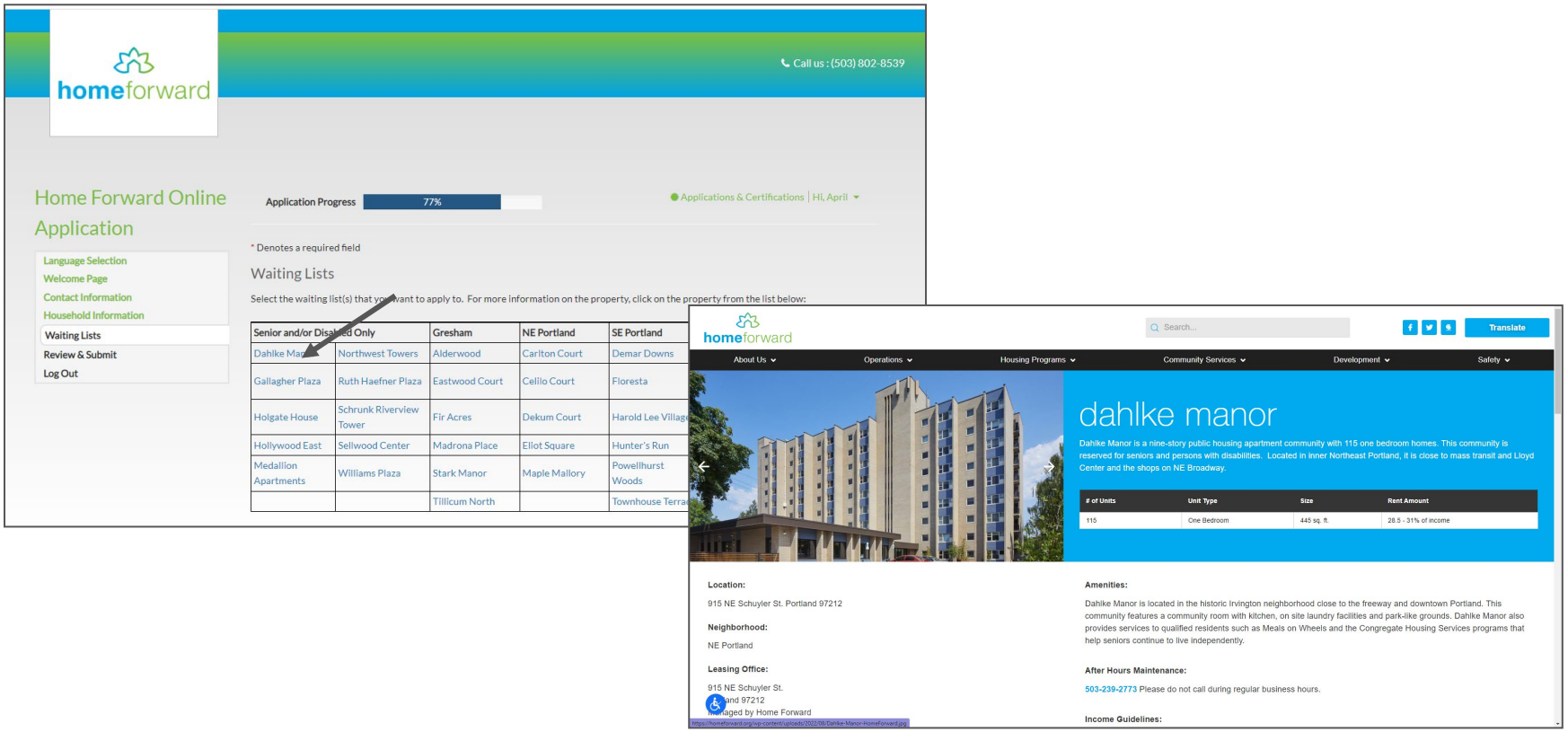
Schrunk Tower
(1bedroom)

Gallagher Plaza
(1bedroom)

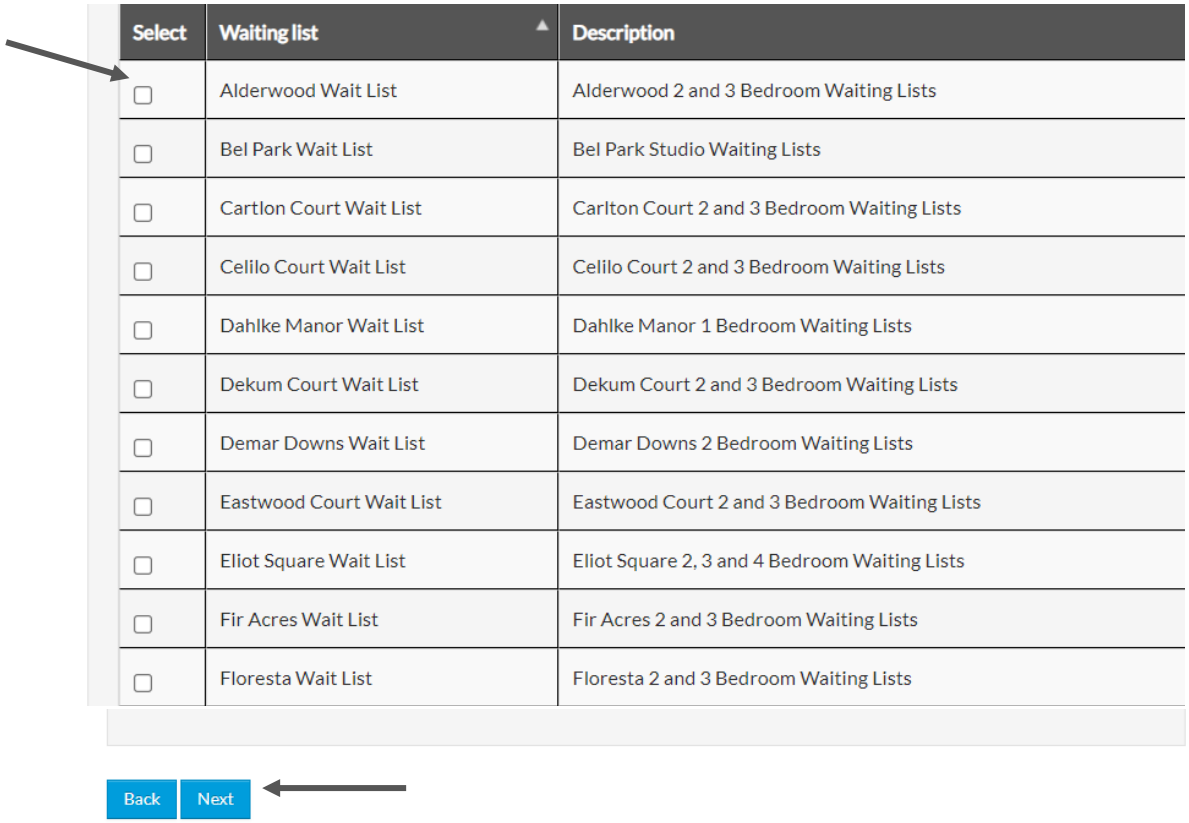
Medallion
(1bedroom)

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.



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.

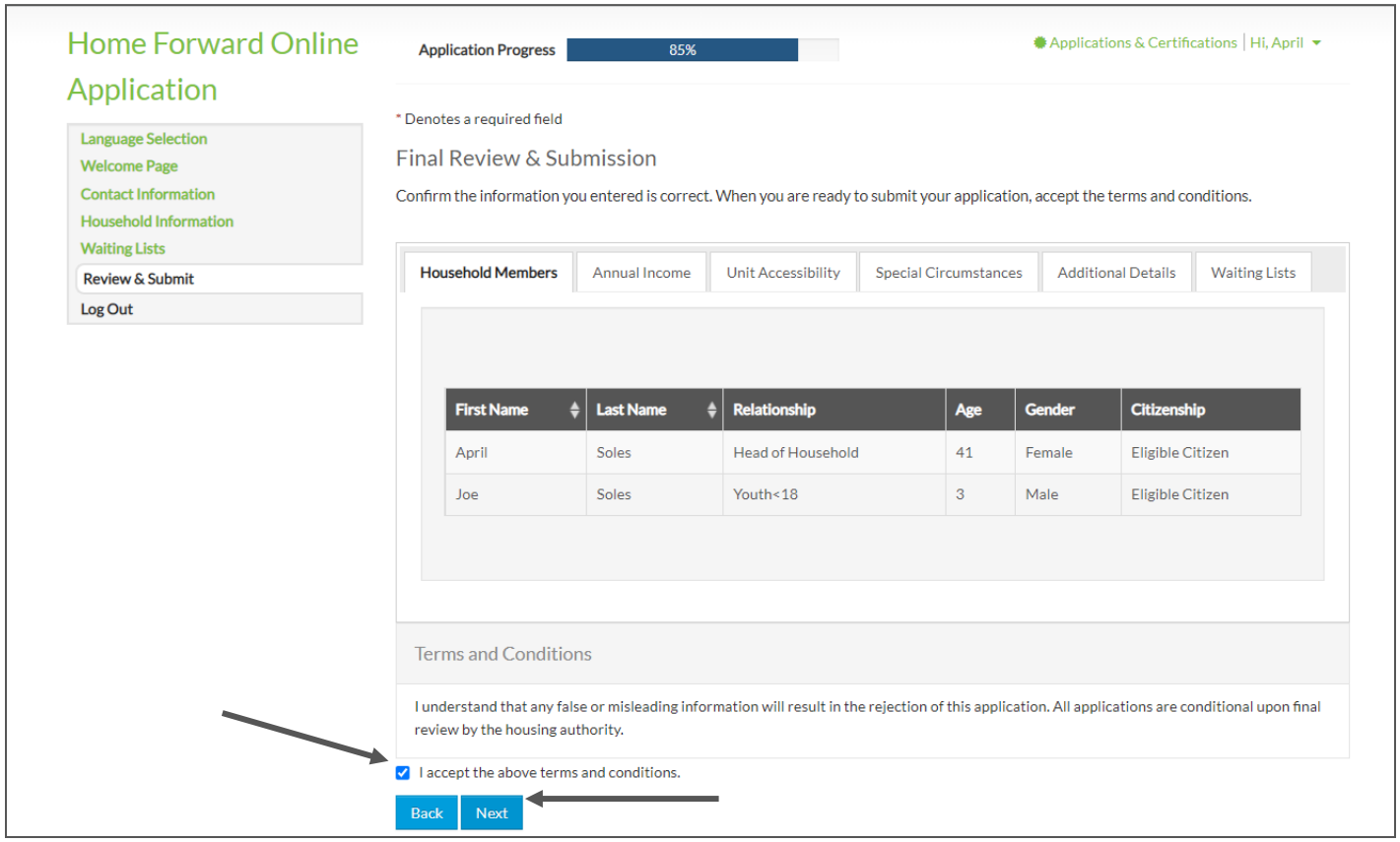


Select	Waiting list	Description
☐	Alderwood Wait List	Alderwood 2 and 3 Bedroom Waiting Lists
☐	Bel Park Wait List	Bel Park Studio Waiting Lists
☐	Carlton Court Wait List	Carlton Court 2 and 3 Bedroom Waiting Lists
☐	Celilo Court Wait List	Celilo Court 2 and 3 Bedroom Waiting Lists
☐	Dahlke Manor Wait List	Dahlke Manor 1 Bedroom Waiting Lists
☐	Dekum Court Wait List	Dekum Court 2 and 3 Bedroom Waiting Lists
☐	Demar Downs Wait List	Demar Downs 2 Bedroom Waiting Lists
☐	Eastwood Court Wait List	Eastwood Court 2 and 3 Bedroom Waiting Lists
☐	Eliot Square Wait List	Eliot Square 2, 3 and 4 Bedroom Waiting Lists
☐	Fir Acres Wait List	Fir Acres 2 and 3 Bedroom Waiting Lists
☐	Floresta Wait List	Floresta 2 and 3 Bedroom Waiting Lists

Back Next

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

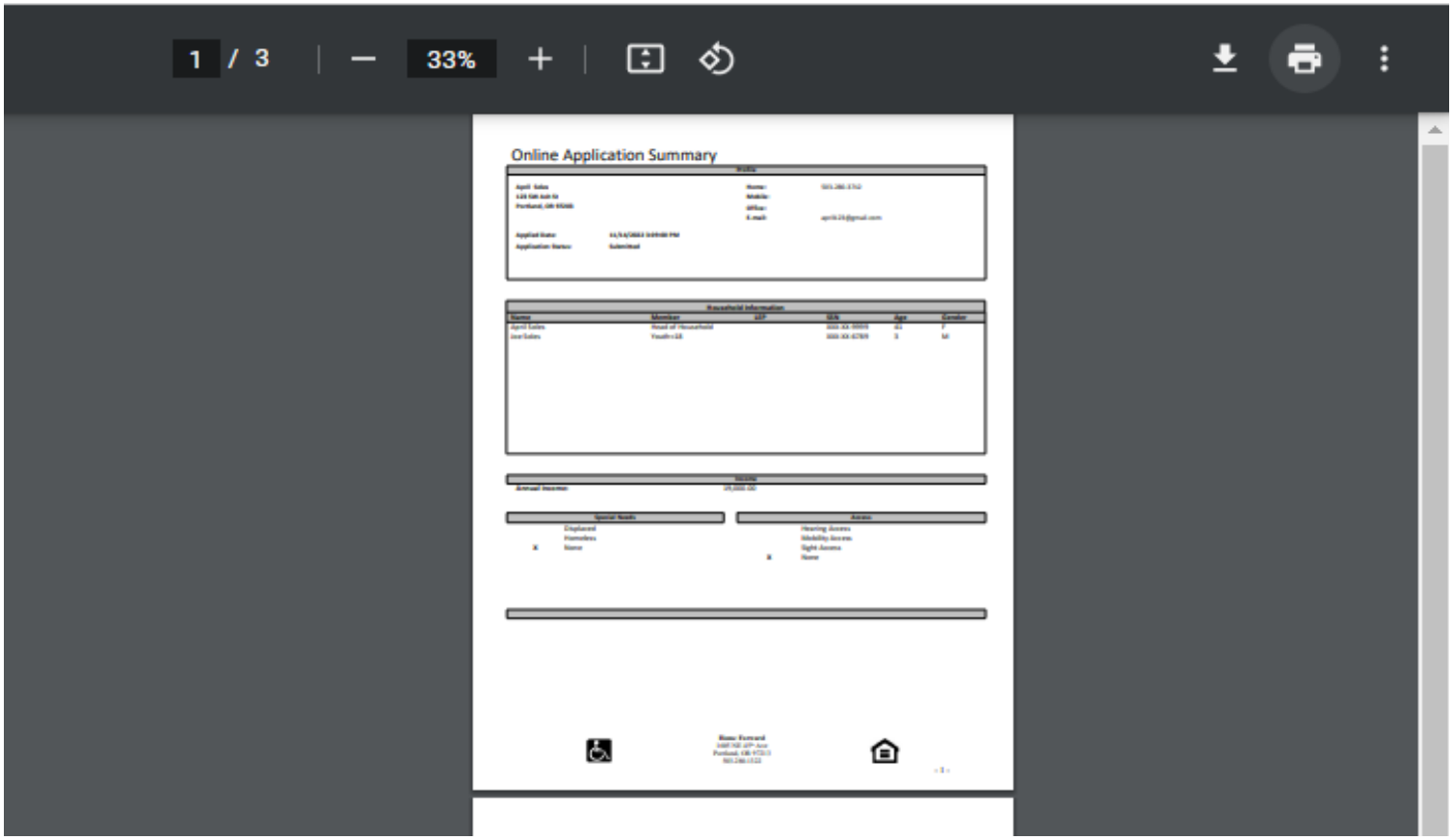
- Review your information
- Check the “I accept the above terms and conditions” box
- Click “Next”



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 14th.

homeforward

November 30, 2022