

Dear Prospective Resident:

Thank you for your inquiry regarding residency at Alberta Simmons Plaza. The Plaza is a 74 unit non-profit apartment complex for the elderly. We are situated in northeast Portland on Martin Luther King Boulevard. The enclosed packet contains pertinent information regarding the Plaza with includes the Application for Residency, a Reference Checklist and an Authorization to Release Credit Information. Complete each as accurately as possible.

You must complete the Application and sign the enclosed Reference Checklist and Authorization to Release Credit Information where indicated. After receipt of these completed forms, your application will be reviewed. If your application is not accepted, you will be notified and given 14 days to appeal that denial. Otherwise you will be notified and your application will be placed on the waiting list.

Alberta Simmons Plaza offers rental assistance to those who qualify under regulations of the Section Eight Program of the United States Department of Housing and Urban Development. The amount of rent you pay is calculated at 30% of your adjusted income. Rent does include utilities, such as electricity, water and garbage, but does not include your telephone or cable television.

Alberta Simmons Plaza is 100% smoke free facility. No tenant or guest will be allowed to smoke anywhere on the entire premises including but not limited to apartments, common areas, stairwells, landings, garden, sidewalks, parking lot and parking garage.

If any information on your application changes, such as address and/or telephone number, we ask that you notify us immediately in order to keep your application information current.

Sincerely,



Corey R. Hill  
Administrator  
Alberta Simmons Plaza