

Welcome

2025 Housing Choice Voucher and
Property Based Wait List Opening

Application opens

Tuesday April 15 at 9 a.m. PST

Application closes

Monday, April 21, 11:59 p.m. PST

Application, Resources, and FAQs: www.homeforward.org/waitlists





Our Mission

Home Forward is creating a better community by providing housing stability through affordable housing development, housing choice expansion, services that support quality of life, and advocacy to improve local and national housing systems.





Welcome

Thank you all for taking time to learn about the Home Forward Waitlist openings

We are excited to provide you with information to assist members of our community apply for housing

The information will be presented and then there will be an opportunity for question and answers



One Waitlist Opening

Both the HCV and Property Based Programs are opening WL. One waitlist opening is easier for applicants

We will not be offering Agency's access to partner portal

We ask you to help support your clients through the application process and reach out to us to help problem solve issues

Home Forward is moving toward using more technology. We will be implementing Rent Café over the next couple years

Getting applicants using the Applicant Portal in Rent Café sets them up for using the tool down the road.

Rent Café allows applicants, participants and residents to complete applications and other paperwork online.

As we start using technology more with applicants, residents and participants we are committed providing tools to support the work

Agenda

Overview

- Dates, Program Overview, Eligibility
- The Applicant Guide and Other Resources

How You Can Help

- Partner Toolkit

Preview of the Application

- How to Register and Apply

Q&A

- Opportunity for question and answers at the end of the presentation via the Q&A box

HCV & Property Based waitlist opening

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www.homeforward.org/waitlists

*Applications must be received by the
application close date & time.*

 **home**forward



What is the Housing Choice Voucher Program?



- Rental assistance program funded by HUD
- Gives people more choices in where to live on the private market
- Pays a portion of the rent (based on income/household size) to the property owner/manager on behalf of participant
- Property/unit must meet certain HUD requirements
- Administered by Home Forward for Multnomah County
- Formerly known as Section 8 Housing program

Slide 7

he0 Moved the What is the HCV/PB slides up
hello, 2025-03-17T17:49:22.636

What is the Property Based Program?

- A property-based waitlist is for rent assistance that is tied to a specific Home Forward apartment community.
- Home Forward is opening 13 property-based waitlists with a variety of bedroom sizes available.
- Applicants can for apply one or more of these waitlists *and* the HCV waitlist.
- Individuals are selected off the waitlist as units become vacant.
- The Resident will pay rent to the property based on income, unit, and household size.



Difference Between Housing Choice Voucher Program and Property Based?

- Housing Choice Voucher can be accepted in the Private Market
- Property based assistance is tied to the property. Each property has its own waitlist
- HCV Program pays a portion of rent to property on a behalf of the participant.
- In Property Based Home Forward is the landlord and the resident pay Home Forward rent.
- In both programs rent is subsidy based on income/household size
- For both: properties/unit must meet certain HUD requirements



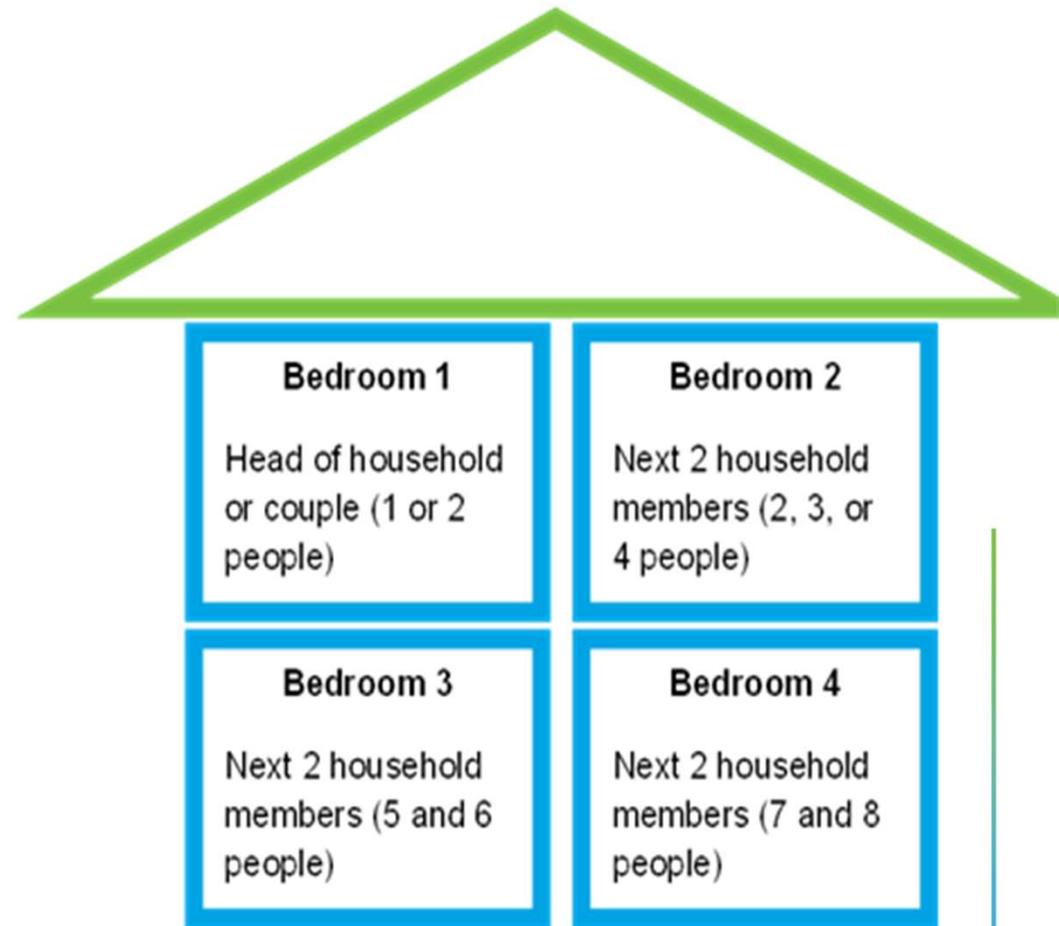
Waitlists Opening April 15

Wait List	Description
2025 Housing Choice Voucher	Housing Voucher Waiting List (commonly called Section 8 housing)
Celilo Court	3 Bedroom Waiting List
Dekum Court	2- 3- and 4-Bedroomoom Waiting Lists
Eastwood Court	2- and 3-Bedroom Waiting Lists
Fir Acres	2- and 3-Bedroom Waiting Lists
Hunters Run	3 Bedroom Waiting List
Lexington Court	3 bedroom Waiting List
Madrona Place Apts	1- and 2-Bedroom Waiting Lists
Northwest Tower	Senior/Disabled Only!- Studio and 1 Bedroom Waiting Lists
Schrunk Riverview Tower	Senior/Disabled Only!- 1 Bedroom Waiting List
Sellwood Center	Senior/Disabled Only! - Studio Waiting List
Stark Manor	3 Bedroom Waiting List
Townhouse Terrace	2 Bedroom Waiting List
Williams Plaza	Senior/Disabled Only! - Studio and 1 Bedroom Waiting Lists

Waitlist with Occupancy Standard

Property Name	Bedroom Size	Occupancy Standard Min - Max	Special Information
2025 Housing Choice Voucher			50% Income limit
Celilo Court	3 br	4 to 7 people	50% Income limit
Dekum Court	2 br	2 to 5 people	50% Income limit
Dekum Court	3 br	4 to 7 people	50% Income limit
Dekum Court	4 br	7 to 9 people	50% Income limit
Eastwood Court	2 br	2 to 5 people	50% Income limit
Eastwood Court	3 br	4 to 7 people	50% Income limit
Fir Acres	2 br	2 to 5 people	50% Income limit
Fir Acres	3 br	4 to 7 people	50% Income limit
Hunters Run	3 br	4 to 7 people	50% Income limit
Lexington Court	3 br	4 to 7 people	50% Income limit
Madrona Place Apts	1 br	1 to 3 people	50% Income limit
Madrona Place Apts	2 br	2 to 5 people	50% Income limit
Northwest Towers	Studio	1 to 2 people	Senior (55+)/Disabled only - 50% Income limit
Northwest Towers	1 br	1 to 3 people	Senior (55+)/Disabled only - 50% Income limit
Schrunk Riverview Tower	1 br	1 to 3 people	Senior (55+)/Disabled only - 50% Income limit
Sellwood Center	Studio	1 to 2 people	Senior (55+)/Disabled only - 50% Income limit
Stark Manor	3 br	4 to 7 people	50% Income limit
Townhouse Terrace	2 br	2 to 5 people	50% Income limit
Williams Plaza	Studio	1 to 2 people	Senior (55+)/Disabled only - 50% Income limit
Williams Plaza	1 br	1 to 3 people	Senior (55+)/Disabled only - 50% Income limit

- +
 - - Occupancy Standards for Property Based Waitlist



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Who is eligible?

- Income less than 50% Area Median Income (AMI). That's up to \$43,450 for an individual or up to \$62,050 for a family of four*.
- Head of the household is at least 18 years old or an emancipated minor.
- At least one household member is a U.S. citizen or of eligible immigration status.
- Participate in a criminal background check.

* Visit to view 50% AMI for all Household sizes

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

Who can apply?

We encourage **anyone who believes they may be eligible** to apply for the waiting list.

You do not need to upload any information to apply for the waiting list.

Program eligibility is not checked until applicant is selected from waiting list.



How to apply

- ✓ Apply online at homeforward.org/waitlists between April 15, at 9 a.m. and April 21, at 11:59 p.m.
 - Application available in English, Spanish, Somali, Russian and Vietnamese
- ✓ Call **503-415-8050** and Home Forward staff can help troubleshoot and triage issues with an application or a login
 - Hours of operation: April 15 – April 21- 9 a.m. to 5 p.m.
- ✓ Home Forward can mail **paper applications** only in instances where electronic methods of applying are not available. Paper applications must be postmarked before or on April 21, 2025.

What's needed to apply

- ✓ Full names, DOBs and SSNs* of all household members
- ✓ Mailing address (where applicant is currently living or a stable address where mail can be received)*
- ✓ Household gross income
- ✓ Current email address or phone number*

**Workarounds available*

Applicants do not need to upload any documents to apply for the waiting list

An applicant guide will be made available at homeforward.org/waitlists



How the waitlist works

The waiting list is the first step to access rental assistance.

Families need to keep their contact information current. When mail is returned or a deadline is missed, families are removed from waiting list.

Background screening is conducted for all household members 18 and over.

Program eligibility is checked if selected from waiting list.

How the waitlist works

Application takes **less than 15 minutes to submit.**

If the application is received in the application window, it will be entered into the lottery.

3,000 HCV applications will be selected at random from the applicant pool and be added to the waitlist

he0

Property Based Waitlist will randomly select enough applicants to fill spots for the next three years

Applying does not guarantee placement on the waiting list.

Being on the waiting list does not guarantee rental assistance.

Slide 18

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3,000 HCV applications will be selected at random from the applicant pool and be added to the waitlist

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Timeline

Apply online

April 15- April 21, 2025

Notification on who made
the waiting list

By September 2025

Resources

Guides on homeforward.org/waitlists

Applicant FAQ

Helpline (503-415-8050)

Partners can access Home Forward's test portal to get a feel for the application





How you can help

- Promote the waitlist opening to your e-mail list and on your social media channels
- Post information on your website
- Offer to support participants in applying for the waiting list
- Use our Test Application Portal, to get hands on knowledge of the application flow

Materials to assist you:

- Partner toolkit
- Application guides
- HomeForward.org/waitlists



Application Portal



Waitlist Applications will be accepted through Home Forward's Application Portal

Visit [Homeforward.org/waitlists](https://homeforward.org/waitlists) for links to the portal and resources materials

Starting 3/24 Applicants may pre-register an account prior to waitlist application opening on April 15

about the waitlist and eligibility

Information about waitlists at Home Forward

About the Waitlist and Eligibility

Prepare Your Application

Resources and Support

Pre-Register/Apply Now

save the date: waitlists opening april 15!

Home Forward will begin accepting applications for the Housing Choice Voucher (HCV) waitlist and waitlists for 13 Home Forward apartment communities starting **Tuesday, April 15 at 9:00 a.m. through Monday, April 21 at 11:59 p.m. (Pacific time)**.

We will be adding more resources to help you get ready to apply. This will include information about which Home Forward apartment communities' waitlists are opening, how to pre-register for the application, what you'll need to apply and how to get help applying. Check back often!



About the Waitlist and Eligibility

What is the Housing Choice Voucher waitlist?

The Housing Choice Voucher (HCV) program helps people in our community afford rent by covering part of the cost. This program makes it easier for families to find safe and stable housing while allowing them to choose where they want to live.

The HCV program gives rent assistance in the form of a voucher to households on the waitlist. Home Forward will randomly select up to 3,000 new applicants for the waitlist through a lottery. Vouchers are given out over time in the order people joined the waitlist. Before receiving a voucher, households must go through another check to make sure they qualify. Once

What is the property-based waitlist?

A property-based waitlist is for rent assistance that is tied to a specific Home Forward community instead of an individual. To get this support, you must live at that property. These vouchers cannot be moved to another place. Home Forward will accept applications for 13 property-based waitlists. You can apply for one or more of these waitlists.

Home Forward will randomly pick enough applicants to fill spots for the next three years, based on the number of people waiting, how often units become available, and other factors. Individuals are selected off the waitlist as units become

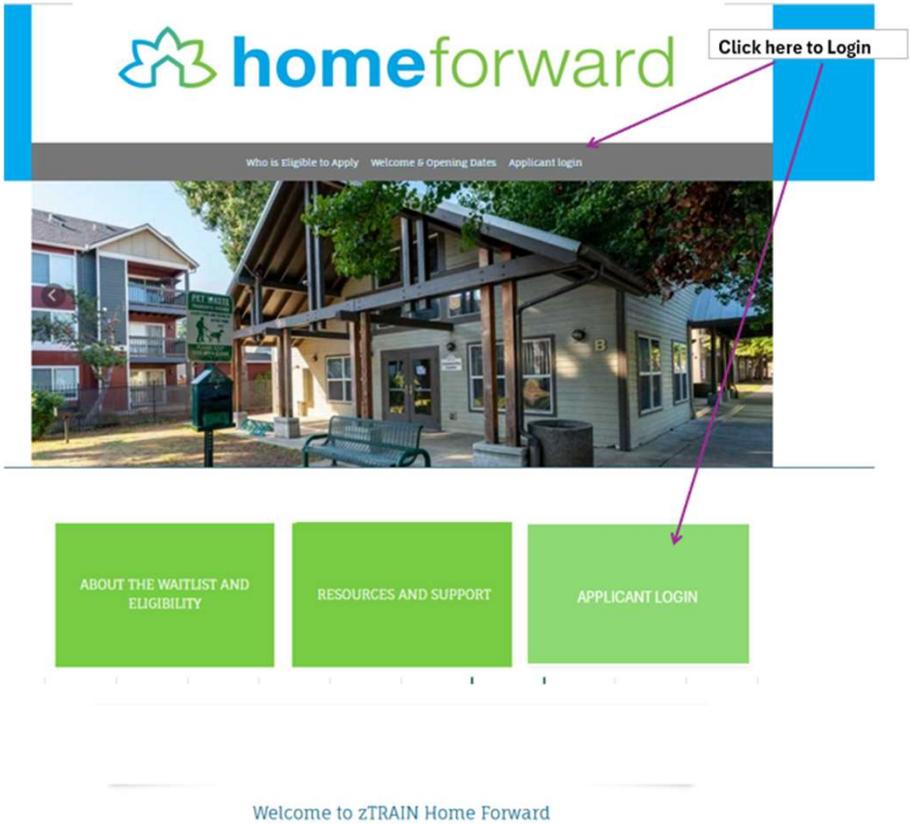
[Homeforward.org/waitlist](https://homeforward.org/waitlist)

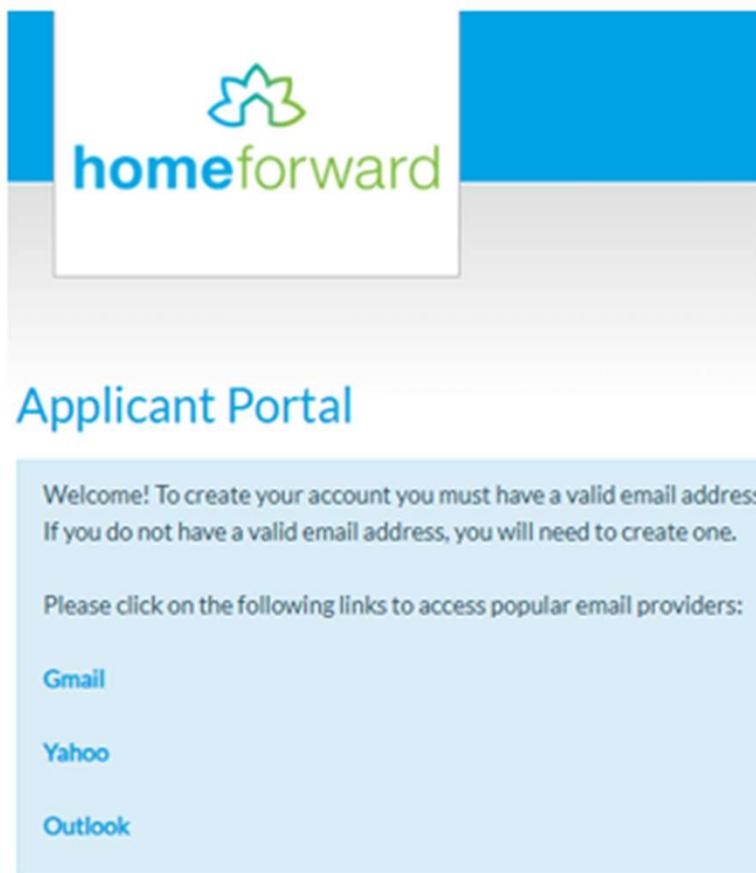
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Applicant Guide

- **Full name** of each household member
- **Date of birth** for each member of household
- **Amount and of income** for each member of your household. Including all forms of support.
- **Social Security number** or ITIN for each member of your household. If not applicable enter 999-99-9999.
- **Address where you are currently living** or a **stable address where you can regularly receive mail**.
- **An Email address** is required for online applications.
- **A Unique Application Password** is required to secure your account.
- **Your phone number** or phone number where you can receive messages.

Connect.homeforward.org
How to Log into Applicant Portal – click applicant Login





Do you have an email address?

If applicant does not have an email, they can create one here

Email set up links are the in the staff & applicant FAQs

Gmail

[General email setup instructions](#)

[Instructions on how to set up email without a phone number](#)

Outlook

[General email setup instructions](#)

Yahoo

[General email setup instructions](#)

[Instructions on how to set up email without a phone number](#)

save all passwords related to this process: email name and password as well as Application login password.

If a user has an existing Rent Café Account with another agency, they still need to register with Home Forward.

When a user enters their existing Rent Café email on the Personal Details screen, they will be prompted that they have an existing account

Step 1: Click here to register

homeforward

Applicant Portal

Welcome! To create your account you must have a valid email address
If you do not have a valid email address, you will need to create one.

Please click on the following links to access popular email providers:

[Gmail](#)

[Yahoo](#)

[Outlook](#)

Email

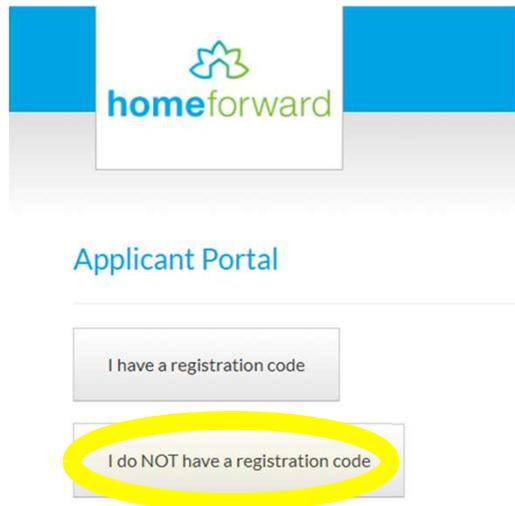
Password

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

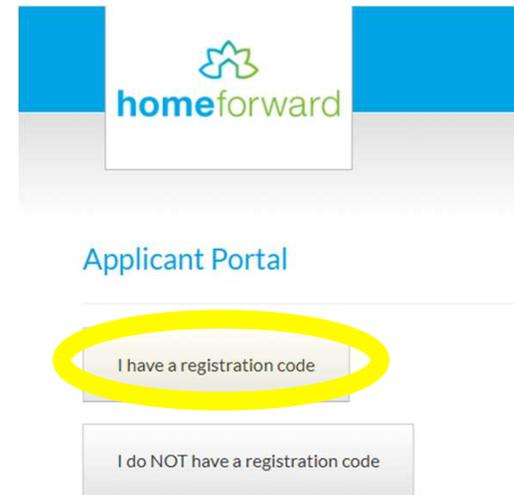
[Forgot password?](#)
[Click here to register](#)

[Login](#)

**“I do not have registration code”
will be the most common**



**“I have a registration code” will
only be for a few applicants**



Step 2: Create account

- Complete the Personal Details and Account information
- Click on Please read and accept the Terms and Conditions
- Once completed click on Register
- **Staff notes**
 - The password must be a minimum of 10 characters long and must contain all the following: one lowercase letter, one uppercase letter, one number and one symbol
- Common Login Errors

Home Forward

* Denotes a required field

Personal Details

First Name*

Last Name*

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

Account Information

- Email Address
- Confirm email address
- Create a password
- Confirm password (write this down for your notes)
- Click on Please read and accept the Terms and Conditions
- Click on Register

Starting Screen

Applicant Portal

Application Progress 0%

Applications & Certifications | Hi, Test Cat ▾

Language Selection

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

*Denotes a required field

Select your preferred language

Preferred Language*

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

Next

Home Forward

Application Tips

- Questions with * are required
- Household Member Screen has the most information to input
- Be sure that an applicant enters all Household Members
- Most questions on the Member screen are required.
- Race/Ethnicity are Yes/No for each category
- The application does not need to be completed in one sitting
- Applications will time out after being idle for more than 5 min- will get warnings
- Application is mobile friendly
- Applicants can log back into Rent Café after they have submitted an application and view it

Select Waitlists

There are links to the Housing Choice Voucher Program and Property Based Lists. Text in blue are links to HF web page. If you click on the link, it will open another tab in your browser where you can read up on the property or program

The area in grey is where you would select the properties you are applying for by checking the **Select** next to the waiting list name. You can also see that we have descriptions of the unit sizes available for the property.

You may select as many lists as you want, please just make sure you qualify for them.

Please note if you are already on a waiting list the box will be checked.

Click Next

homeforward

Applicant Portal

Application Progress **77%** [Applications & Certifications | Hi, Test](#)

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

*Denotes a required field
 The Housing Choice Voucher Program provides rental assistance in a rental property you choose. For more information on the Home Forward properties that are opening their waitlists, click on the property from the list below:

Senior and/or Disabled Only	Northeast Portland Properties	Southeast Portland Properties	East County Properties
Northwest Towers	Cello Court	Townhouse Terrace	Stark Manor
Schrunk Riverview Tower	Dekum Court	Hunter's Run	Eastwood Court
Sellwood Center		Lexington Court	Fir Acres
Williams Plaza			Madrona Place

Search:

Select	Waiting list	Description
<input type="checkbox"/>	2025 Housing Choice Voucher	Housing Voucher Wait List (formerly known as section 8 housing)
<input type="checkbox"/>	Cello Court Wait List	3 Bedroom Waiting List
<input type="checkbox"/>	Dekum Court 1 (South) Wait List	2- 3- and 4 Bedroom Waiting Lists
<input type="checkbox"/>	Eastwood Court Wait List	Eastwood Court: 2 and 3 Bedroom Waiting Lists
<input type="checkbox"/>	Fir Acres Wait List	Fir Acres: 2 and 3 Bedroom Waiting Lists
<input type="checkbox"/>	Hunters Run Wait List	Hunter's Run: 3 Bedroom Waiting Lists
<input type="checkbox"/>	Lexington Court Wait List	Lexington Court: 3 bedroom Wait List
<input type="checkbox"/>	Madrona Place Apts Waitlist	Madrona Place: 1 and 2 Bedroom Waiting Lists
<input type="checkbox"/>	Northwest Tower Wait List	Senior/Disabled Only! - Northwest Towers: Studio and 1 Bedroom Waiting Lists
<input type="checkbox"/>	Schrunk Riverview Tower Wait List	Senior/Disabled Only! - Schrunk Riverview Tower: 1 Bedroom Waiting Lists
<input type="checkbox"/>	Sellwood Center Wait List	Senior/Disabled Only! - Sellwood Center Studio Waiting Lists
<input type="checkbox"/>	Stark Manor Wait List	Stark Manor: 3 Bedroom Waiting Lists
<input type="checkbox"/>	Townhouse Terrace Wait List	Townhouse Terrace: 2 Bedroom Waiting Lists
<input type="checkbox"/>	Williams Plaza Wait List	Senior/Disabled Only! - Williams Plaza Studio and 1 Bedroom Waiting Lists

Next

Step 7: Review and Submit

Review Information

Click I accept the above terms and conditions

Click Next

Home Forward
Online Application

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

Application Progress 85%

Applications & Certifications | Hi, Test Cat

*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	Special Circumstances	Additional Details	Waiting Lists																								
<table border="1"><thead><tr><th>First Name</th><th>Last Name</th><th>Relationship</th><th>Age</th><th>Gender</th><th>Citizenship</th></tr></thead><tbody><tr><td>Test Cat</td><td>Station</td><td>Head of Household</td><td>30</td><td>Female</td><td>Eligible Citizen</td></tr><tr><td>Meow</td><td>Cat</td><td>Youth<18</td><td>6</td><td>Male</td><td>Eligible Citizen</td></tr><tr><td>Taco</td><td>Cat</td><td>Co-Head</td><td>35</td><td>Male</td><td>Eligible Citizen</td></tr></tbody></table>					First Name	Last Name	Relationship	Age	Gender	Citizenship	Test Cat	Station	Head of Household	30	Female	Eligible Citizen	Meow	Cat	Youth<18	6	Male	Eligible Citizen	Taco	Cat	Co-Head	35	Male	Eligible Citizen
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Meow	Cat	Youth<18	6	Male	Eligible Citizen																							
Taco	Cat	Co-Head	35	Male	Eligible Citizen																							

Terms and Conditions

I acknowledge that upon selection for the waitlist, all household adults will be screened for criminal history and eligibility. 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](#)

Home Forward

Step 8: Log Out

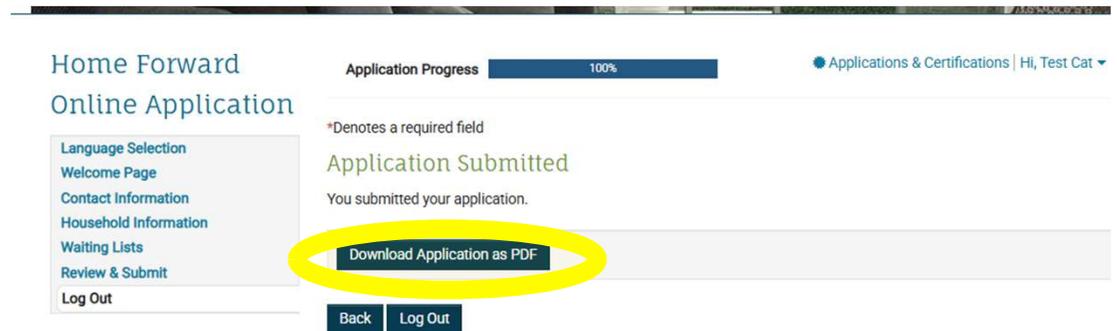
Application has been submitted

If you would like a copy, you can download and print a copy for your records.

Click on Download Application as PDF- if you do not have a printer, you can always take a screenshot with your phone

If you do not want a copy

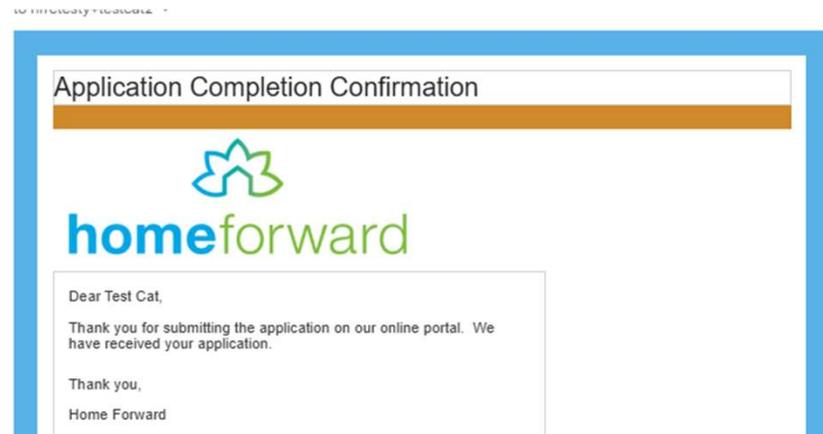
Click Logout



The screenshot shows the 'Home Forward Online Application' submission confirmation page. The page features a navigation menu on the left with links for Language Selection, Welcome Page, Contact Information, Household Information, Waiting Lists, Review & Submit, and Log Out. The main content area displays 'Application Submitted' in green, followed by the message 'You submitted your application.' Below this message is a button labeled 'Download Application as PDF', which is highlighted with a yellow circle. At the bottom of the main content area are two buttons: 'Back' and 'Log Out'. The top right of the page shows 'Application Progress' at 100% and a user profile for 'Applications & Certifications | Hi, Test Cat'.

Confirmation

Application will get a confirmation that their application was submitted





homeforward

Thank you

Q&A

Submit questions via the Q&A box

