

**Mercy Greenbrae**  
**Application Checklist**

**Leasing Office Address:**  
Clark Commons Building  
17600 Pacific Highway  
Lake Oswego, OR 97034

**Property Address:**  
3190 Furman Drive  
Lake Oswego, OR 97034  
[www.mercyhousing.org/marylhurst](http://www.mercyhousing.org/marylhurst)  
(971) 228-1688

**Dear Applicant,**

**Please bring all of the following documents to your appointment. Incomplete applications will result in delays and could disqualify your application.**

- ☐ \$25.00 money order or bank certified check **per applicant over age 18** for Credit/Criminal Screening
  - ☐ Money order or bank certified check in the amount of 1/2 month's rent to be held as refundable deposit
  - ☐ Current original picture ID – all occupants 18 years old or older
  - ☐ Social security card or proof of Individual Tax Identification Number (ITIN) – all occupants
  - ☐ Original Birth Certificate – occupants under 18 years old
  - ☐ Proof of income: last six consecutive pay stubs for employment **or** 2023 income tax return for each household member 18 years or older for self-employment
  - ☐ 3 years of rental history (Name, address, and phone number for each previous rental)
  - ☐ Name, address, and phone number and account numbers for all banks with which you hold an account
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*If you receive income from any of the sources listed below, bring the name, address, and phone number of the agency and any other underlined documents from the list below.*

- ☐ **Social Security Benefits:** Bring copy of award letter dated within the last 30 days.
  - You may call to request an income verification letter from Social Security by calling 1-800-772-1213 or by logging into your “my Social Security” account
- ☐ **Child Support and/or Alimony:** Bring copy of court order and divorce decree
- ☐ **Disability or Death Benefits:** Bring copy of letter of determination or award
- ☐ **Unemployment benefits:** Bring **one** of the following forms – Form 2000, Form UC-30, letter of determination, latest check stub
- ☐ **VA Benefits or GI Bill:** Bring latest check stub
- ☐ **Worker's compensation benefits:** Bring Form DOL-203
- ☐ **Certificates of Deposit:** Bring copy of deposit certificate
- ☐ **Payments from Trusts or Inheritance:** Bring record of latest payment
- ☐ **Retirement funds, Pensions, or Annuities:** Bring latest statement dated within the last 30 days
- ☐ **Payments from real estate:** Bring a copy of IRS Schedule E and/or a copy of mortgage note



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Rents and income limits are listed in the tables below. Annual income will be determined during the application process using the documents on the previous page.

Rents	
One Bedroom	\$1,192
Two Bedroom	\$1,425
Three Bedroom	\$1,641

- Monthly income must be at least two times (2x) the monthly rent
- Rents and income limits are subject to change when new limits are published annually

Maximum Annual Income by Household Size						
	<u>1 PERSON</u>	<u>2 PEOPLE</u>	<u>3 PEOPLE</u>	<u>4 PEOPLE</u>	<u>5 PEOPLE</u>	<u>6 PEOPLE*</u>
60% of Area Median Income	\$47,400	\$54,180	\$60,960	\$67,680	\$73,140	\$78,540

*\*Households with more than 6 persons should contact management staff.*

Other restrictions apply. See Resident Selection Criteria for full qualifying criteria and full selection process. Applications must meet program requirements in order to enter into a lease agreement.



**Mercy Housing Northwest**  
6930 Martin Luther King Jr Way South, Seattle, Washington 98118  
[mercyhousing.org](http://mercyhousing.org)  
Mercy Housing is sponsored by communities of Catholic Sisters

