PDX 2

RECORD OF RECEIPT OF COMPLETE APPLICATION:

Internal Landlord Use Only

LANDLORD: _____

PROPERTY: _____

DWELLING UNIT(Premises) _____

CITY: _____ STATE: _____ ZIP: _____

IS THE DWELLING UNIT AN ACCESSIBLE DWELLING UNIT? ○ Yes ○ No

NAME OF APPLICANT: _____

ACTUAL DATE & TIME COMPLETE APPLICATION WAS RECEIVED: _____

ORDER OF PROCESSING

Is the above stated date/time of actual receipt of the application before the advertised Open Application Period? (Choose one)

○ Yes (If "yes," then proceed to the "Early Submission of Application" section.)

○ No (If "no," then proceed to the "Application Received During Open Application Period" section.)

EARLY SUBMISSION OF APPLICATION

If the application was actually received before the advertised Open Application Period, Landlord must record the date and time of receipt as eight (8) hours after start of the Open Application Period ("delayed receipt date/time"). The recorded date and time of receipt of the application, as adjusted due to the submission of an early application, is _____ (time) on _____ (date).

Note: Use the foregoing delayed receipt date/time (and not the actual date/time of receipt) for purposes of first come, first served processing of applications. If multiple applications are received prior to the Open Application Period, process them in the order of actual receipt in relation to other early applications, unless the application is for an Accessible Dwelling Unit.

Exception for Accessible Dwelling Unit: If this application was for an Accessible Dwelling Unit, and applicant or applicant's household member is Mobility-Disabled, then prioritize this application as having been received prior to all applications received from non-Mobility-Disabled applicants. If there are multiple early Mobility-Disabled applicants for an Accessible Dwelling Unit then those applications must be processed in order of actual receipt in relation to other early Mobility Disabled applications.

APPLICATION RECEIVED DURING OPEN APPLICATION PERIOD

If the application is received during the advertised Open Application Period, use the actual date/time of receipt of the application for purposes of first-come, first serve application process, unless the application is for an Accessible Dwelling Unit.

Exception for Accessible Dwelling Unit: If the application is for an Accessible Dwelling Unit, and applicant or applicant's household member is Mobility-Disabled, application shall be prioritized as having been received prior to all applications from non-Mobility Disabled applicants. Multiple Mobility-Disabled applicants for an Accessible Dwelling Unit who submitted applications during the Open Application Period, will be processed in order of receipt.

Date _____ Time _____

EQUAL HOUSING OPPORTUNITY

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PREVIEW ONLY