



Commonwealth

REAL ESTATE SERVICES

Keeping In Touch - June

APPLICATION REMINDERS

As things start to pick back up, we just want to remind everyone of a few application reminders.

- ***Always*** make a copy of the applicant's Photo ID **and** Social Security number - **this is a requirement when submitting an application**
- Make sure you double check that the applicant has completed the application in full before they leave your office. ***All signatures must be there to process the application.***
- When looking over the application, make sure you verify that all things written on the application match up to the documents the applicant has provided.
- If possible, please upload application and supporting documents as one attachment. When uploading, ***DO NOT*** select the forward to Origen box.
- Since we are storing sensitive applicant information, all applications, related information, and supporting documents need to be locked in a file cabinet at the end of each business day.

Lastly, we ask that you go slowly when inputting the applicant's information and double check before submitting. Small mistakes cost time, and makes the application process longer for our prospective residents.

Please also ensure that you are using the updated application and charging the \$60 fee. We've been getting a lot of applications that are the old one with the \$45 fee.

New Property Alert!

PLEASE GIVE A WARM WELCOME TO THE
NEWLY AQUIRED PROPERTY FOR
COMMONWEALTH.



OREGON

Harbor Village Cooperative

Wellness Corner



You time. Anytime.

Try the Calm app for self-care and better sleep

Calm is an app that uses meditation and mindfulness to help lower stress, reduce anxiety, and improve sleep quality. Adult members can get Calm at kp.org/selfcareapps. Calm is:

- The #1 app for meditation and sleep
- Hand-picked by Kaiser Permanente physicians
- Confidential and easy to use



Adult members can get the Calm app at no cost

Practicing mindfulness with Calm can help you build resilience and support your overall emotional health and wellness. Anyone can benefit from Calm, and the app offers something for everyone:

- A new 10-minute Daily Calm meditation every day
- Guided meditations covering anxiety, stress, gratitude, and more
- Sleep Stories (soothing bedtime tales for grown-ups)
- Music for focus, relaxation, and sleep
- Calm Masterclasses taught by world-renowned experts and celebrities

The Calm app is not available to KP Washington members at this time.

Kaiser Permanente health plans around the country: Kaiser Foundation Health Plan, Inc., in Northern and Southern California and Hawaii • Kaiser Foundation Health Plan of Colorado • Kaiser Foundation Health Plan of Georgia, Inc., Nine Piedmont Center, 3495 Piedmont Road NE, Atlanta, GA 30305, 404-364-7000 • Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., in Maryland, Virginia, and Washington, D.C., 2101 E. Jefferson St., Rockville, MD 20852 • Kaiser Foundation Health Plan of the Northwest, 500 NE Multnomah St., Suite 100, Portland, OR 97232 • Kaiser Foundation Health Plan of Washington or Kaiser Foundation Health Plan of Washington Options, Inc., 601 Union St., Suite 3100, Seattle, WA 98101

Get Calm now at kp.org/selfcareapps



480743834 May 2020

Welcome Aboard!

Please help us in welcoming some new additions to the Commonwealth Family!



Ron Henderson - Orient Drive

Petro Maliarchyk -Bridge Creek Apts & Totem Pole

Brittany Aspinall, Heather McDuffie, Aaron Dodds -OR Corporate

Cecilia Arroyo & Qingyu Onouye - WA Corporate

Charley & Terri Ralph - Alder Trails

Sean & Denise Stephens, Cassy Hamel, Pat Gavino, Andrew Stephens, & Robert Dent - Bow Lake

Kitt Atkinson, Noel Chea, & Randy Ray - Fairway Estates

Robin & John Perez - Friendly Ridge

Tom & Maureen Callaghan, & Dennis Hunt - Glenwood

Ethel Hambright-Harris - The Pointe at Lockwood

Don & Sylvia Best - Lakewood Vista

Jay & Tara Rivinius, Claudia Renteria, & Chris Goldsmith - Sundial

John & Julie Maxwell - Quail Run Estates

CHS Manager Recognition

Congratulations to all the managers who have sold homes recently through CHS!

Isabel Custodio-Ost – Pine Ridge #232

Jay/Tara Rivinius – Sundial #590

Angela McMurray – Village Mobile #40



Commonwealth Anniversary Dates

Gwyndolyn & Terrance Wigley - 5 years 6/23

Daniel & Michelle Graff - 2 years 6/13

Sylvia & Lee Wege - 3 years 6/4

Neal Kephart - 4 years 6/28

Michael Swanzy - 6 years 6/11

John Lehigh - 3 years 6/25

Angela & Steve McMurray - 2 years 6/10
Devin Caldwell - 1 year 6/25
Henry Garcia - 6 years 6/1
Geoffrey Thompson - 1 year 6/22
Kaylen Breese - 1 year 6/29
Don Sevilla - 11 years 6/28



SAFETY CORNER

IN THE OFFICE

- Remove Trip Hazards
- Proper Workstation Setup
- Take Required Breaks
- COVID-19 PPE

IN THE COMMUNITY

- Wear Sunscreen
- Read All Equipment Manuals
- Wear Proper PPE
- Wear High Visibility Clothing (Commonwealth Safety T's)

June is national
SAFETY
Month

2021

"The Key to Safety is in Your Hands!"



SAFETY FIRST!!!

[Safety Meeting Minutes](#)

[2021 Payroll Calendar](#)

[OREGON JUNE CALENDAR](#)
[WASHINGTON JUNE CALENDAR](#)

Thank you for all your hard work!

The Commonwealth Team

Stay Connected

