



Commonwealth

REAL ESTATE SERVICES

Keeping In Touch - November

Daylight Savings Ends



It's that time of the year when we get an extra hour of sleep. Don't forget to set your clocks back an hour on Saturday night. Daylight saving ends on Sunday, November 5, 2023.

Updates from the QMM

As discussed during the QMM, a reservation for an application is good for 90 days and NOT 60 days. We have updated the application and screening criteria packet in the Commons. If you are unable to get into the Commons to access the updated application packet, please reach out to your Admin or Reception for help. Remember, that if an applicant has NOT moved into the space they are applying for within 90 days, they must reapply.

General Application Reminders

All persons over the age of 18 must submit a completed application and \$60 fee to be considered for tenancy. This is true regardless if applying as a primary, additional, or temporary occupant.

Please double check that all required information is provided and verifiable upon receiving an application.

We ask that you do not submit for review until the application is complete.

Please also make sure that the space the applicant is apply for and the correct rent amount (current market rent) is listed on the application.

Documents to provide to an applicant:

Application and screening criteria

Rules and Regulations

Statement of Policy

SOP Addendum (Rental History)

Please direct your questions regarding applications to Madianna at: reception@cwres.com.

Thank you!

Application Requirements

- **Full 5 years living history, and 2 years worth of employment history is required.**
 - **Employed applicants must provide 2 months worth of check stubs/statements. Applicants receiving social security or disability benefits must produce an award letter detailing the amount per month.**
 - **Page 2 must be filled out in its entirety and signed by the respective applicant. Pages 3 and 4 must be signed unless the applicant meets requirements (indicated by checkbox at top of page).**
 - **Finally, please remember that regardless of property or occupancy type, 2 forms of ID are required per adult applicant, one of which must include proof of a social security number or TIN number.**
 - **If the original social security card cannot be located, a copy of a W-2 that has the applicant's full name and social security number printed on it can be accepted.**
 - **If the applicant cannot produce a social security card or W-2, please return the application fee and application back to the applicant and encourage them to apply when they have of those documents.**
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Refresher Training - November 8th

We will be covering applications for communities using MA. If you are struggling with the application process, we recommend that you attend the training.

Training will begin at 10:00am.

Please look for a Microsoft Teams invite in your email soon.

WELLNESS CORNER

Tips from the CDC to Avoid the Flu Season:

- Avoid close contact with people who are sick.
- If you are sick, limit contact with others as much as possible to keep from infecting them.
- Cover coughs and sneezes.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose, and mouth. Germs spread this way.
- Clean and disinfect surfaces and objects that may be contaminated with viruses that cause flu.

IS IT A COLD OR FLU?

SIGNS AND SYMPTOMS	COLD	FLU
Symptom onset	Gradual	Abrupt
Fever	Rare	Usual
Aches	Slight	Usual
Chills	Uncommon	Fairly common
Fatigue, weakness	Sometimes	Usual
Sneezing	Common	Sometimes
Chest discomfort, cough	Mild to moderate	Common
Stuffy nose	Common	Sometimes
Sore throat	Common	Sometimes
Headache	Rare	Common

Welcome Aboard!

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

Michelle Grant - Mosier Manor
Rebecca Klear - Whispering Pines

CHS Manager Recognition

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

Linda Fandry - **Columbia Heights #76**
Michelle Enrici- **Seminole Estates #8**
Julie Maxwell - **Quail Run #9**
Greg Davis- **Candlewood #51**

Commonwealth Anniversary Dates

Melissa Sapp - 12 years 11/1

Nicole Antons - 10 years 11/1

Jim Skeslien - 3 years 11/3

Geoff Thompson - 2 years 11/8

Rob Bennett - 2 years 11/14



SAFETY CORNER

Preventing slips, trips and falls

Health and Safety at Work etc Act 1974



1. Know the risks
Slips, trips and falls are some of the main causes of workplace injury. Make sure you and your team understand the hazards in your workplace.



2. Spillages
Clean spillages up immediately. Make sure your team know about the hazard and put down proper signage.



3. Cables
Make sure cables do not impede walkways. If cables have to cross a walkway, solutions such as cable curbs can minimise the risk.



4. Obstructions
Avoid leaving objects in places where they may be a trip hazard. Keep walkways especially clear.



5. Flooring
If uneven or broken flooring looks like it could be a hazard, make sure to report it so that it can be fixed, contained or avoided.



6. Footwear
Communicate what footwear is required in your workplace, and reinforce it with signage.



7. Lighting
Make sure your lighting is appropriate for working and spotting hazards.

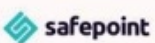


8. Preventing accidents
Make spotting and handling trip hazards part of your risk strategy.



A safer work environment

- Implement a workplace strategy around slips, trips and falls:
1. Speak to your team about which areas of your workplace contain slip and trip hazards. Communication is vital!
 2. Minimise risks through removing hazards, fixing issues and changing behaviours.
 3. Carry out regular checks to make sure the workplace is safe and your team are working to avoid risk.
 4. Write your policy, actions and lessons into your risk assessment.



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"Stay Focused on Safety"



SAFETY FIRST!!!

Safety Meeting Minutes

CALENDER CORNER

2023 TIMESHEET CALENDAR
OREGON NOVEMBER CALENDAR

WASHINGTON NOVEMBER CALENDAR

Thank you for all your hard
work!

The Commonwealth Team

Stay Connected



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