



Commonwealth

REAL ESTATE SERVICES

Keeping In Touch - September

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 or additional 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.

- **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 respective applicant. Pages 3 and 4 must be signed unless 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 a social security number.**
 - **If the original social security card cannot be located, a copy of a W-2 or other document that has the applicant's full name and ss# in print can be accepted.**
 - **If applicant cannot produce this piece of ID, please ask that they contact the Social Security office and request a new card. The letter verifying this request can be used as a temporary form of ID- this must be replaced by a copy of the official SS card as soon as it becomes available.**

You are always welcome to contact the Commonwealth corporate office if you have any questions on applications proceedings, but please do refer to this list and provided training materials first. Your diligence is essential to keeping the application process organized and timely.

Thank you!

Wellness Corner



Simple tips for a less stressed life

Everyone gets overwhelmed sometimes. But too much stress can be hard on your health – so it's important to find ways to offset those negative effects. These healthy habits can help you stay cool under pressure, even when you're pressed for time.

Sweat more, stress less

Symptoms of stress can create a vicious cycle between your mind and body. Exercise helps to break this cycle by relieving tension and releasing feel-good brain chemicals that fight the effects of stress.

Take a break to breathe

When stress strikes, try a few minutes of deep breathing. Breathe in for a count of 5, hold for 5, and exhale for 5. Repeat 10 times or until you start feeling more calm, grounded, and focused.

Unplug to recharge

Your phone needs time to recharge, and so does your brain. Disconnecting from digital noise for a little while each day can help you stress less, sleep better, and spend time doing more rewarding activities.

Looking for more stress-fighting strategies?



Visit kp.org/stressmanagement and follow us @kpthrive.

Services covered under a Kaiser Permanente health plan are provided and/or arranged by Kaiser Permanente health plans: 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 • Self-insured plans are administered by Kaiser Permanente Insurance Company, One Kaiser Plaza, Oakland, CA 94612

Introducing some new additions to the Commonwealth Family!

Crystal Heath- Accounting Specialist

Debra Kestner- Bellevue Office Manager

Lydia Woods- Bow Lake Estates



CHS Manager Recognition

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

Maureen Callaghan- Glenwood #174

Ronda Aldridge- Sundial #204, #776

Michelle Enrici- Seminole #194

Linda Fandrey- Columbia Heights #74

Nichole Olson- Angel Haven #21

Anthony Ramirez- Creekside of Hillsboro #187

Mara Pico- King Road#13



Commonwealth Anniversary Dates

Michelle Shipman- 1 year 9/7
Debra and Chris Hesterley- 9 years 9/1
Aurora Purlee- 5 years 9/1
RJ Sosa- 5 years 9/1
Tim and Lisa Weidman- 6 years 9/12
Ruslan Powell- 11 years 9/13
Mara and Michael Picco- 10 years 9/17
Kim Skeslien- 8 years 9/18



SAFETY CORNER

Emergency Preparedness: Workplace Safety Manual pages 41-44

- Whether we are discussing a local emergency or a regional disaster there is information in this section that will help you get prepared for any event.
- Get tips about the things you should have on hand at all times.
- Find out ways to get your community involved.
- Make a plan to protect your family, this important information is on page 44.
- Pets and how to keep them safe.
- Resources: go to the websites for FEMA and Red Cross for additional information.



Ergonomics: Workplace Safety Manual pages 49-52

- We recommend that everyone read this section, particularly those employees whose duties are primarily office related.
- Ergonomics is the study and evaluation of human capabilities relating to work demands.
- Learn about back pain and how to prevent or alleviate it.
- How does your computer effect your ergonomic health?
- Details, products and equipment designed for proper ergonomic office use.



SAFETY FIRST!!!

[Safety Meeting Minutes](#)

Calendar Corner

[2022 Timesheet Calendar](#)

[OREGON SEPTEMBER CALENDAR](#)

[WASHINGTON SEPTEMBER CALENDAR](#)

Thank you for all your hard work!

The Commonwealth Team

Stay Connected



Commonwealth Real Estate Services | 18150 SW Boones Ferry Road, Portland, OR 97224

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