



Commonwealth

REAL ESTATE SERVICES

Keeping In Touch - September

Oregon Managers,

We recently updated the Rental Agreement (Form 26).

The updated form is now available in MA and is listed in the Commons.

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.

Please direct your questions regarding applications to Madianna Horn, our new receptionist at: reception@cwres.com.

Thank you!

Information Required for Applications:

- **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 a 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 proof of a social security number or TIN 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.

Payment Reminder:

We do not accept over payments or partial payments. If a resident is making an over payment or a partial payment, you must return the payment to the resident with a letter requesting they pay the correct balance due.

Please reach out to your Regional Manager if you have any questions regarding accepting payments.

Refresher Training - September 13th

We will be covering Accounting procedures such as applying payments, making deposits and applying security deposits.

ALL NEW PROPERTIES NEED TO ATTEND THIS TRAINING.

Training will begin at 10:00am.

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

Next QMM - October 18th

Please mark your calendars and save the date! Our next QMM (Quarterly Manager's Meeting) will be on October 18th from 10:00am - Noon.

All manager's are required to attend.



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!

Jonna Shaughnessy - Driftwood Village

James Kayser - Bow Lake Estates



CHS Manager Recognition

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

Paul Rodriguez - Laurel Park Community #52

Michelle Enrici- Seminole #83

Mara Picco - Redwoods Villa #50

Traci Hughes - Vista #48

Mike Grant - Puerto Vista #57

Denise Stephens - Bow Lake #199

Deanna Long - Deer Run #15 & #111

Robert Hammers - Quiet Meadows #36

Kelsey Moret - Great Western #57



Commonwealth Anniversary Dates

Debra and Chris Hesterley - 10 years 9/1

Aurora Purlee - 5 years 9/1

RJ Sosa - 5 years 9/1

Sierra Russo - 1 year 9/1

Gian Carlos Delos Santos - 1 year 9/6

Pennie Jennings - 5 years 9/17

Mara and Michael Picco - 11 years 9/17

Kim Skeslien - 9 years 9/18

Congratulations

SAFETY CORNER

September Safety 2023

PEDESTRIAN SAFETY TIPS

Keep your **eyes up**,
and your phone down.



Wear **bright-colored clothing** or reflective gear if walking at night.



Look **left, right and left again** before crossing the street.



Make **eye contact** with drivers before crossing the street.



Always walk on sidewalks.
If there are no sidewalks, walk facing traffic as far to the left as possible.



Do not run or dart out into the street or cross between parked cars.



BACK TO SCHOOL BE SAFE. BE SMART.



"Stay Focused on Safety"



SAFETY FIRST!!!

Safety Meeting Minutes

Calendar Corner

2023 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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