

Date/Time:

(staff use only)

Poinsettia Station Apartments- Pre-Application

If submitting via email, please download a copy of this pre-application and submit via email to poinsettystation@bridgehousing.com

Please fill out this form completely. Incomplete forms cannot be processed.

First Name:		Last Name:		
Mailing Address		Apt #	Phone#1	
City	State	Zip	Phone#2	
Alternate Contact Name:		Alternate Contact Phone:		
How many people are in your household?		What is your household's estimated annual gross income? \$ _____		
Please list your preferred bedroom size preference In Order – 1 Bedroom, 2 Bedrooms, or 3 Bedrooms: 1 st Choice: _____ 2 nd Choice: _____ 3 rd Choice: _____		Email Address		
OPTIONAL – For informational purposes only (check all that apply) Race <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other: _____ <input type="checkbox"/> Decline to State Ethnicity <input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic <input type="checkbox"/> Decline to State		Do you require special unit design features? Yes No If yes: <input type="checkbox"/> Hearing/Visual Impairment <input type="checkbox"/> Mobility Impairment		Will you or anyone in your household require a live-in care attendant? Yes No
				Do you have a current Section 8 voucher or certificate? Yes No
		How did you hear about us? (circle one): Craigslist Drive By Advertisement Family/Friend Other: _____		
Name of Applicant #1	Social Security Number	Date of Birth	Relationship to Applicant #1 SELF	Check if Disabled <input type="checkbox"/>
Name of Applicant #2				<input type="checkbox"/>
Name of Applicant #3				<input type="checkbox"/>
Name of Applicant #4				<input type="checkbox"/>
Name of Applicant #5				<input type="checkbox"/>
Name of Applicant #6				<input type="checkbox"/>
Name of Applicant #7				<input type="checkbox"/>

I declare under penalty of perjury under the laws of the state of California that the above information is true and correct. Inquiries may be made to verify the statements herein. I authorize the release of the requested information to Pottery Court Apartments for purposes of income verification, credit/UD history.

Adult Applicant #1 Signature

Date

Adult Applicant #2 Signature

Date

Adult Applicant #3 Signature

Date

Adult Applicant #4 Signature

Date

Poinsettia Station Apartments
GROUND'S FOR DENIAL OF RENTAL APPLICATION

It is the responsibility of each applicant to provide any and all information required to determine eligibility. The following lists the reasons why we might deny your application:

1. Credit (student loans and medical expenses are excluded)

- a. Total unmet credit problems (including governmental tax liens), within the last three (3) years in excess of \$2,500.
- b. A bankruptcy (within the last three years).
- c. A total of seven (7) unmet credit problems of any value within the last three (3) years.

2. Rental History

- a. A judgment against an applicant obtained by the current or previous landlord within the last three (3) years.
- b. An unmet obligation owed to a previous landlord within the last three (3) years.
- c. The applicant must have made timely payments of the last year's rental payments.

3. Personal History

- a. A documented history of violence or abuse, (physical or verbal), in which the applicant was determined to be the antagonist, that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or employees and contractors who work with the project..
- b. Current abuse of alcohol or use of illegal drugs. Use shall constitute abuse for illegal drugs (unless required by doctor's verification).

4. Criminal Background Check (based on individual analysis and review of circumstances)

- a. If any adult household member is subject to any state's sex offender lifetime registration requirement
- b. Conviction for violent criminal activity that would threaten the health, safety, or right to peaceful enjoyment by other residents or employees and contractors who work with the project.
- c. Conviction for drug related criminal activity that would threaten the health, safety, or right to peaceful enjoyment by other residents or employees and contractors who work with the project.
- d. Other criminal conviction that would threaten the health, safety, or right to peaceful enjoyment by other residents or employees and contractors who work with the project.

5. Annual Income/Occupancy standard/other program regulations

- a. Annual Income (including assets) not within the established restrictions for the property.
- b. Household size must meet the established occupancy standard for the property.
- c. Applicant must meet all program regulated eligibility requirements.

6. Documentation: Each potential occupant must provide all documentation required by the selection process.

- a. Not showing up for an interview,
- b. Not providing a completed and signed application, release of information, grounds for denial, and application fee (if required).
- c. Not providing landlord references covering the last three years of residency. *Please note: Applicants who have not held a rental agreement for a minimum period of twelve months within the last three years will be required to provide references from a person not related to the applicant who has known the applicant for at least three years.*
- d. Not providing appropriate proof of all income sources and assets.
- e. Not providing any other documents required to determine eligibility.

7. Offer of an Apartment

Applicants will be offered only one apartment. Declining the offer of an apartment is considered to be a withdrawal of the application by the applicant.

8. Other Eligibility Requirements

- a. n/a

I have read and understood the foregoing and find them to be reasonable reasons my rental application may be denied.

Adult Applicant # 1 Signature

Date

Adult Applicant # 2 Signature

Date

Adult Applicant # 3 Signature

Date

Adult Applicant # 4 Signature

Date



POINSETTIA STATION APARTMENTS

Please review the following income ranges to determine what unit type you may qualify for. The chart below reflects all units at the property. Some units may be currently unavailable.

1 Bedroom Apartments

36 Units

Rent: \$1,642

If your household size is:	Your income must be between:*
1 person	\$ 39,408 - \$ 63,660
2 people	\$ 39,408 - \$ 72,720
3 people	\$ 39,408 - \$ 81,840

2 Bedroom Apartments

44 Units

Rent: \$1,966

If your household size is:	Your income must be between:*
2 people	\$ 47,184 - \$ 72,720
3 people	\$ 47,184 - \$ 81,840
4 people	\$ 47,184 - \$ 90,900
5 people	\$ 47,184 - \$ 98,220

3 Bedroom Apartments

12 Units

Rent: \$2,171

If your household size is:	Your income must be between:*
3 people	\$ 52,104 - \$ 81,840
4 people	\$ 52,104 - \$ 90,900
5 people	\$ 52,104 - \$ 98,220
6 people	\$ 52,104 - \$ 105,480
7 people	\$ 52,104 - \$ 112,740

(*) There is no minimum income requirement for Section 8 applicants.

The above rents include trash and water services.

All other utilities and services including electricity, telephone and cable are the responsibility of the resident.

Rents and income ranges are subject to change without notice.

EQUAL HOUSING OPPORTUNITY

www.bridgehousing.com 415-267-7673 (24 hour information line)

1/25 (HUD and MTSP limits effective 04/01/24, HCD limits effective 05/09/2024, UA effective 01/01/25)

APPLICATION PROCESS

After completing the pre-application, please return it to the property in order to be placed on the waitlist. After we review this information, when an apartment becomes available and if you qualify to move to the next stage of processing, the following steps will guide you on your way to your new residency. Please remember, apartments will be offered on a First-Qualified, First-Offered basis.

Completing a Full Application

You will be notified when an apartment becomes available and it is your turn to be processed. At this time, you will need to submit a full application and pay a \$25 processing fee for each adult 18 or older.

Meeting Your Leasing Associate for Document Review - We are Here to Help You

Once we have initially reviewed your full application, and if you appear to qualify for the next stage of processing, a leasing associate will schedule an appointment with you to go through the additional paperwork required and confirm the information supplied on your application. Credit checks, criminal background screening, landlord references, income and asset verifications will be required for all applicants. At your scheduled appointment, please come prepared with all requested supporting documents as outlined in the Application Steps page. This meeting will also give you an opportunity to ask any questions you may have about the application process and the property. This interview normally takes approximately 45 minutes. All persons who will be living in the apartment, irrespective of their age, must participate in this interview. Your patience and cooperation is appreciated.

Apartment Offer

When all documents have been received, verified and approved, qualified applicants will be invited back to view the apartment that has been selected for them. Remember that you will only receive one offer of an apartment. All offers will be confirmed in writing. If you decline that apartment, you will be considered to have withdrawn your application. Future residents are not able to choose a floor plan or location.

12 Month Lease Term

Leases will be for a minimum term of one year.

Pets

This is a pet-free community. For more information, please speak to your leasing associate at your interview regarding our pet policy.

Parking

There are a limited number of resident spaces. Parking is restricted to cars owned by resident(s). All cars must be registered in the name of the resident; and resident(s) must provide proof of current auto insurance and must provide a valid driver's license. All cars must be for personal use only, be in working order, and be maintained in a safe condition at all times. Vehicles not in compliance will be towed at the owner's expense. No exceptions. Accessible spaces are available, but cannot be assigned.

EQUAL HOUSING OPPORTUNITY



Poinsettia Station Apartments - Application Steps

Thank you for your interest in this property. Please review the steps below to understand what you need to submit for each phase of the process.

To be placed on the waitlist:

1. Submit a complete **pre-application**

When an apartment becomes available we will contact you if it is your turn to be processed.

To be processed for an available apartment once you receive notification:

1. Submit a **full application** including all required signatures for each adult applicant 18 and older.
2. Submit a **non-refundable application fee of \$25** for each adult applicant 18 and older payable to Poinsettia Station Apartments (cashiers' check or money order only; sorry no personal checks or cash).
3. Schedule an **interview** with a leasing associate.

After we receive the above items, if your application passes our initial screening, you will proceed to the interview stage of processing.

At the time of your interview you will need to provide the following items:

1. A copy of a Social Security Card for each applicant
2. A copy of a State or National Picture ID (i.e. driver's license, passport, etc.) (adult applicants 18 and older)
3. A copy of a Birth Certificate or other document showing date of birth (minors only)
4. A copy of the two most recent statements for all bank accounts, mutual funds, IRA's, 401(k)'s, or stock accounts owned by any household member.
5. A copy of an unofficial school transcript for the past twelve months (for students 18 and older)
6. Supporting documents for all income sources, as defined below:
 - **Employment:** Copies of last three months consecutive pay stubs or equivalent proof of other income for all household members who are 18 and older.
 - **Self-Employment:** Copy of last year's IRS Tax Return including Schedule C and list of current or most recent clients for all household members who are 18 and older.
 - **SSI or SSA/Disability:** Copy of latest award letter showing current monthly benefit for all household members regardless of age.
 - **Unemployment:** Printout of Statement or copy of last letter showing current monthly benefit for all household members who are 18 and older.
 - **Financial Assistance:** This is regular gifts or payments from anyone outside of the household (includes anyone paying your bills) for any household member regardless of age. The payer would need to provide a bank/asset statement showing funds equaling ten times the annual assistance.
 - **GA/AFDC/TANF:** Copy of latest Notice of Action letter for all household members who are 18 and older.
 - **Child Support/Alimony:** Current notice from D.A. Office, a court order or a letter from the provider with copies of last two checks for all household members regardless of age.
 - **Other:** If any household member has regular pay as a member of the Armed Forces; severance payments; settlements; lottery winnings or inheritances; death benefits or life insurance dividends; trust benefits; or any other source of income not listed, please provide documentation to support the source of income.

We appreciate your application and look forward to working with you.

