

**Office:**  
4109 Broadmoor Common  
Fremont, CA 94538

**Office Hours:** Mon - Fri from 9 AM – 5 PM  
**Phone:** 510-979-1159

# IRVINGTON TERRACE

**Accepting Pre-applications for our Waitlist beginning  
March 28th 2022 at 9 AM to April 15th 2022 at 5PM!**

***Disabled persons are encouraged to apply.***

To apply, please return a completed pre-application signed by each adult applicant (18 and older).

You can submit your documents ① by mail or ② visiting the leasing office:

<p>① <b>Mail in your pre-application:</b></p> <p>Mail to: 4109 Broadmoor Common Fremont, CA 94538</p>	<p>② <b>Visiting the leasing office</b></p> <p>Submitted through Drop Box outside the leasing office</p>
<p><b>Note: Irvington Terrace's waitlist opens March 28th 2022 @ 9 AM to April 15th 2022 @ 5PM. Please call with any questions.</b></p>	

EQUAL HOUSING OPPORTUNITY



# IRVINGTON TERRACE

4109 Broadmoor Common  
Fremont, CA 94538  
(510) 979-1159

## One, Two, and Three Bedroom Apartments Available at Affordable Rents!

Dear Prospective Resident,

Thank you for your interest in Irvington Terrace, a 100-unit community in Fremont. This quality affordable housing has been developed by BRIDGE Housing Corporation, one of California's largest not-for-profit developers, in conjunction with the City of Fremont, Office of Housing and Redevelopment.

Irvington Terrace is within one-half mile of parks, schools, restaurants, and food markets. These attractive one, two and three bedroom apartments will include all electric kitchens, wall-to-wall carpets, private balconies or patios, and on-site parking. The residential community will offer two community rooms, on-site laundry facilities, a landscaped podium with a tot lot, and on-site professional management.

Because this property was developed with financing from the City of Fremont, we are offering a preference to households with at least one member who currently lives and/or works or has lived and/or worked in the City of Fremont. **You must submit proof of residence or employment in Fremont at the time that you submit your pre-application, if applying for the preference.**

To prove that you qualify for a preference, please submit the following documentation:

If at least one member of your household is a **resident** or **former resident of Fremont**, you must submit one of the following items:

1. **Driver's license** showing Fremont address
2. **Voter registration** showing Fremont address
3. **Utility bills** in applicant's name, showing Fremont address
4. **Social Security payment** or **current printout of benefits** in applicant's name, showing Fremont address
5. **Current Lease Agreement** in applicant's name, showing Fremont address
6. **Property tax bill** and grant deed in applicant's name, showing Fremont address

If at least one member of your household **works** or **formerly worked in Fremont**, you must provide one item from group A and one item from group B:

### **Group A** (to prove employment)

1. **Pay Stub** indicating applicant's name
2. **W-2** or **Tax Return** with employment information, indicating applicant's name
3. **Payroll record** from employer, indicating applicant's name

### **Group B** (to prove that employer is local)

EQUAL HOUSING OPPORTUNITY



1. **Business license** filed with the City of Fremont
2. **Letter from employer** on employer's letterhead
3. **Employer listing in Fremont Chamber of Commerce Directory**
4. **Phone book listing**, with address of business

One reason we are able to offer these apartments at affordable rents is because we are funded in part by a federally regulated government program called the Low Income Housing Tax Credit Program (LIHTC). This regulated government program, as well as other sources used to build the property, requires management to screen all applicants carefully. All potential residents must qualify based on projected annual income (including all assets), household size, credit, rental history, and criminal background checks. The LIHTC program also has restrictions for full-time students and requires us to determine a student's eligibility. These programs also require management to re-verify income and assets on an annual basis, and full-time student eligibility on a quarterly or semester basis. This screening and verification process is used consistently and uniformly for every applicant who applies for an apartment. We suggest you work closely with your leasing associate to complete the application process as quickly as possible, and we welcome any comments you may have regarding the process.

All forms must be fully completed in order to process your application. Incomplete applications will be returned. To assist you, all the forms which must be returned have been enclosed with this letter.

Stop by or mail applications to: Irvington Terrace, 4109 Broadmoor Common, Fremont, CA 94538.  
Office Hours: Monday – Friday, 9:00 a.m. to 5:00 p.m. Office Phone: (510) 979-1159

Sincerely,  
Irvington Terrace



# IRVINGTON TERRACE APARTMENTS

Please review the following income ranges to determine what Tier you may qualify for:

The chart below reflects all units at the property. Some units may be currently unavailable.

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## 1 Bedroom Apartments

### Tier One

6 Units

**Rent: \$595**

If your household size is:	Your income must be between:*
1 person	\$ 14,280 - \$ 28,770
2 people	\$ 14,280 - \$ 29,610
3 people	\$ 14,280 - \$ 36,990

### Tier Two

6 Units

**Rent: \$705**

If your household size is:	Your income must be between:*
1 person	\$ 16,920 - \$ 33,565
2 people	\$ 16,920 - \$ 38,360
3 people	\$ 16,920 - \$ 43,155

### Tier Three

4 Units

**Rent: \$921**

If your household size is:	Your income must be between:*
1 person	\$ 22,104 - \$ 43,155
2 people	\$ 22,104 - \$ 49,320
3 people	\$ 22,104 - \$ 55,485

### Tier Four

9 Units

**Rent: \$1,031**

If your household size is:	Your income must be between:*
1 person	\$ 24,744 - \$ 47,950
2 people	\$ 24,744 - \$ 54,800
3 people	\$ 24,744 - \$ 61,650

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## 2 Bedroom Apartments

### Tier One

8 Units

**Rent: \$705**

If your household size is:	Your income must be between:*
2 people	\$ 16,920 - \$ 32,880
3 people	\$ 16,920 - \$ 36,990
4 people	\$ 16,920 - \$ 41,100
5 people	\$ 16,920 - \$ 44,400

### Tier Two

6 Units

**Rent: \$835**

If your household size is:	Your income must be between:*
2 people	\$ 20,040 - \$ 38,360
3 people	\$ 20,040 - \$ 43,155
4 people	\$ 20,040 - \$ 47,950
5 people	\$ 20,040 - \$ 51,800

### Tier Three

9 Units

**Rent: \$1,097**

If your household size is:	Your income must be between:*
2 people	\$ 26,328 - \$ 49,320
3 people	\$ 26,328 - \$ 55,485
4 people	\$ 26,328 - \$ 61,650
5 people	\$ 26,328 - \$ 66,600

### Tier Four

12 Units

**Rent: \$1,228**

If your household size is:	Your income must be between:*
2 people	\$ 29,472 - \$ 54,800
3 people	\$ 29,472 - \$ 61,650
4 people	\$ 29,472 - \$ 68,500
5 people	\$ 29,472 - \$ 74,000

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## 3 Bedroom Apartments

### Tier One

7 Units

**Rent: \$807**

If your household size is:	Your income must be between:*
3 people **	\$ 19,368 - \$ 36,990
4 people	\$ 19,368 - \$ 41,100
5 people	\$ 19,368 - \$ 44,400
6 people	\$ 19,368 - \$ 47,700
7 people	\$ 19,368 - \$ 50,970

### Tier Two

7 Units

**Rent: \$959**

If your household size is:	Your income must be between:*
3 people **	\$ 23,016 - \$ 43,155
4 people	\$ 23,016 - \$ 47,950
5 people	\$ 23,016 - \$ 51,800
6 people	\$ 23,016 - \$ 55,650
7 people	\$ 23,016 - \$ 59,465

### Tier Three

26 Units

**Rent: \$1,261**

If your household size is:	Your income must be between:*
3 people **	\$ 30,264 - \$ 55,485
4 people	\$ 30,264 - \$ 61,650
5 people	\$ 30,264 - \$ 66,600
6 people	\$ 30,264 - \$ 71,550
7 people	\$ 30,264 - \$ 76,455

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

(\*\*) Not all three person households may be eligible for a three bedroom apartment

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)

Effective: 01/01/2022

## 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.



# Irvington Terrace - Application Steps

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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**
2. Submit **preference documentation** if you are applying with a preference

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 Irvington Terrace (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.



# Irvington Terrace- Pre-Application

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	
Contact/Interpreter Name:		Contact/Interpreter Phone:		
How many people are in your household?		What is your household's estimated annual gross income? \$ _____		
OPTIONAL – For informational purposes only (check all that apply) <b>Race</b> <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  <b>Ethnicity</b> <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 enclosed information is true and correct. Inquiries may be made to verify the statements herein. I authorize the release of the requested information to Irvington Terrace 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



# Additional Pre-Application Information

Do you currently live or work in the City of Fremont or have you in the past?  YES  NO

If yes, you may qualify for a preference and MUST provide documentation

## What Documentation did you provide?

Fremont or former Fremont Resident:

- Driver's License (showing Fremont address)
- Voter Registration Card (showing Fremont address)
- Utility bills (in applicant's name, showing Fremont address)
- Social Security Payment or Current Printout of Benefits (in applicants name, showing Fremont address)
- Current Lease Agreement (in applicants name, showing Fremont address)
- Property Tax Bill (in applicants name, showing Fremont address)

Fremont of former Fremont Worker:

- Pay Stub (w/ applicants name)
- W-2 or Tax Return (w/ employment information and applicant's name)
- Payroll Record (from employer w/ applicant's name)

### **AND**

- Business License (filed with the city of Fremont)
- Letter from Employer (on employer letterhead)
- Employer listing in Fremont Chamber of Commerce Directory
- Phone book listing (w/ address of business)

**Irvington Terrace  
GROUNDS 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

