

# EMPORIA PLACE APARTMENTS

Brand New 1, 2, 3, & 4-Bedroom Apartments in Ontario, CA



**Apply today! – Pre-Applications Accepted by mail only.**

Thank you for your interest in applying to live at Emporia Place Apartments, an affordable community located at 220 S. Fern Avenue in Ontario, California 91762. Emporia Place Apartments offers 74 brand-new 1, 2, 3, & 4-bedroom apartments for households earning below 60% of Area Median Income for San Bernardino County.

**UNIT MIX INCLUDING RENTS & INCOME RESTRICTIONS (Subject to change):**

Unit Size	# of Units	Household Size	Rent 30% AMI	Rent 40% AMI	Rent 50% AMI	Rent 60% AMI
1 Bedroom	13	1-3	\$325	\$472	\$586	\$717
2 Bedroom	38	2-5	\$385	\$562	\$699	\$856
3 Bedroom	20	3-7	\$437	\$641	\$800	\$981
4 Bedroom	3	4-9	\$483	N/A	\$887	\$1,089

Maximum Gross Annual Income (eff. 4/24/19)				
Household Size	30% AMI*	40% AMI*	50% AMI*	60% AMI*
1	\$15,090	\$20,120	\$25,150	\$30,180
2	\$17,250	\$23,000	\$28,750	\$34,500
3	\$19,410	\$25,880	\$32,350	\$38,820
4	\$21,540	\$28,720	\$35,900	\$43,080
5	\$23,280	\$31,040	\$38,800	\$46,560
6	\$24,990	\$33,320	\$41,650	\$49,980
7	\$26,730	\$35,640	\$44,550	\$53,460
8	\$28,440	\$37,920	\$47,400	\$56,880
9	\$30,150	\$40,200	\$50,250	\$60,300
<b>Minimum monthly income is 2 x rent</b>				
<b>* Income and Rent Limits Subject to Change</b>				

\* There is no minimum income requirement for applicants in possession of a Tenant Based Section 8 Voucher. Rent, income limits, and occupancy requirements are subject to change based on regulatory requirements



**EQUAL HOUSING OPPORTUNITY**

Telephone Device for the Deaf: (888) 877-5379 or California Relay Service (711)



Affordable rents are income-restricted in accordance with the Low-Income Housing Tax Credit (LIHTC) program and other regulatory agreements. Income limits and rental rates subject to change.

Now accepting applications for the waitlist. Applications received in the mail will be placed in the order they are received.

As required by the Tax Credit Allocation Committee (TCAC), mobility/hearing/sight impaired households will have priority for units designed for the mobility impaired and units designed for the hearing/sight impaired.

### **HOW TO APPLY**

Please complete and mail the attached Pre-Application and Grounds for Denial to:

**Emporia Place Apartments  
220 S. Fern Avenue,  
Ontario CA 91762**

- Incomplete pre-applications may be rejected.
- Please take your time to accurately complete the pre-application and mail it as soon as possible.
- Each household may only submit one pre-application & grounds for denial. **Duplicate household pre-applications will not be considered.**

**Households comprised of ALL full-time student members do not qualify unless exempted by Section 42 of the Internal Revenue Code. Our complete Resident Selection Criteria is available at the Rental Office upon request.**



## **EMPORIA PLACE APARTMENTS APPLICATION PROCESS**

### **Submit a Pre-Application**

Now accepting applications for the waitlist. Applications received in the mail will be placed in the order they are received.

After we review your information, and if you qualify for the next stage of processing, a leasing associate will schedule an appointment with you to go through the additional paperwork required. Credit checks, criminal background screening, landlord references, and income and asset verifications will be required for all applicants. Please note, there will be a fee charged to run credit checks. This meeting will also give you an opportunity to ask any questions you may have about the application process and the property. Please remember, although applications are processed in the order of the waiting list, apartments will be offered on a First-Qualified, First-Offered basis.

### **Interview**

At your scheduled appointment, please come prepared with all requested supporting documents as outlined in the Application Checklist below. We will confirm the information supplied on your application and answer any concerns you may have. This interview normally takes approximately 45 minutes. All persons who will be living in the apartment, regardless of their age, must participate in this interview. Your leasing associate must verify credit, criminal background check, rental history, and all sources of income and assets. Your patience and cooperation are 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, you will only receive one offer of an apartment. If you decline that apartment, you will be considered to have withdrawn your application.

### **12 Month Lease Term**

Leases will be for a minimum term of one year.

### **Pets**

Residents may not keep any type of pet on the premises, except for those persons with disabilities requiring service animals, or as otherwise required by law.

### **Parking**

There are a limited number of resident spaces at Emporia Place Apartments. Parking is restricted to cars owned by residents of Emporia Place Apartments. All cars must be registered in the name of the resident and residents must provide proof of current auto insurance and 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.



## INTERVIEW CHECKLIST

**\*\*DO NOT SUBMIT THIS INFORMATION WITH YOUR PRE-APPLICATION. THIS IS ONLY REQUIRED AT THE TIME OF INTERVIEW\*\***

If you choose to apply and we contact you for an interview, you will be required to provide the following documentation:

### For household members 18 and older:

- **Valid state or national picture ID (i.e. Driver's License, Passport, etc).**
- **Employment:** Copies of the first pay-stub for the current calendar year and the most current 3 months of consecutive pay-stubs (7 stubs if paid bi-weekly; 6 stubs if paid semi-monthly; 13 stubs if paid weekly) or equivalent proof of other income. A copy of the most recent IRS tax return is required for cash paid employment.
- **Unemployment Insurance:** Printout of statement or copy of last letter showing current monthly benefit.
- **Self-Employment:** Copy of last year IRS Tax Return including Schedule C and list of current or most recent clients.
- **GA/AFDC/TANF:** Printout of benefits paid in last 12 months or last Notice of Action letter (dated within 120 days)
- **Pensions & Annuities:** Copy of the most current statement.
- **Real Estate:** Copy of the most recent mortgage statement, & other relevant owner information.
- **Student:** Name and Address of school & copy of the unofficial class transcript.

### For all household members of any age:

- **Social Security Cards (for all members) and Birth Certificates (for minors only)**
- **SSI or SSA/Disability:** Printout of the benefit letter (the date on the letter needs to be within 120 days prior to move in).
- **Bank Accounts and Assets:** Copies of the 2 most recent bank statements for checking accounts; 2 most recent bank statements for savings account. (For electronic pay cards: printout or receipt with current balance and copy of the pay card)
- **Child Support/Alimony:** Current notice from D.A. Office, a court order or a letter from the provider with copies of last 2 checks.
- **Financial Assistance:** This includes regular gifts or payments from anyone outside of the household (includes anyone paying your bills). We will require a notarized written letter from the person providing assistance stating the amount and length of assistance, and bank/asset statements showing funds equaling 18 times the monthly assistance.
- **Other:** Documentation for 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.



# Emporia Place Apartments

## Pre-Application for 1, 2, 3, & 4-bedroom apartments

NOTE: You must complete all information for your pre-application to be considered. Please print clearly and use blue or black ink only. A more detailed application will need to be completed at the time of interview.

First Name (Head of Household) MI Date of Birth

Month Day Year

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Last Name

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Social Security Number Telephone Number Extension

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Mailing Address Apt. Number

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City State Zip Code

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Please consider completing this OPTIONAL Section. Do you require special unit design features to accommodate a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, which accessibility features do you require: <input type="checkbox"/> Visual impairment <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Mobility impairment
Race (OPTIONAL): <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Other <input type="checkbox"/> Native Hawaiian/Other Pacific Islander	Ethnicity (OPTIONAL): Hispanic: <input type="checkbox"/> Yes <input type="checkbox"/> No

1. How did you hear about us? (Agency, newspaper, banner, etc.): \_\_\_\_\_
2. How many people will live in your home? Please include yourself: \_\_\_\_\_
3. Total household **gross monthly** income from all sources (before any deductions).  
Your estimate \$ \_\_\_\_\_
4. Total household **gross annual** (yearly) income from all sources (before any deductions).  
Your estimate \$ \_\_\_\_\_
5. Do you currently possess a Section 8 voucher or certificate?.....  Yes  No
6. Are all household members full-time students? (K-12 are considered full time).....  Yes  No
7. Do you require special accommodations? (i.e. Live-In Care Attendant, etc.).....  Yes  No  
If you need special accommodations please explain:  
\_\_\_\_\_  
\_\_\_\_\_

*A person with a disability may request a reasonable accommodation (a reasonable change in policies), a reasonable structural modification, an accessible unit or the provision of auxiliary aids and services, in order to have equal access to a housing program. If you or anyone in your household has a disability, and because of that disability requires a specific accommodation, modification or auxiliary aids or services to fully use our housing services, please contact our staff for a reasonable accommodation form.*

8. Do you have a pet? (Not referring to companion or service animal).....  Yes  No

This housing is offered without regard to race, color, national origin, sex, religion, ancestry, genetic information, source of income, age, marital status, familial status, sexual orientation or preference, gender identity, or disability, or any other basis prohibited by law.



**I understand that all of these answers will be verified. I certify that the above statements are true and correct. I understand that false statements or misinformation is punishable under federal law and cause for immediate denial of housing.**

**Head of Household Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Please complete, sign, and mail this Pre-Application and Grounds for Denial via mail only to:**

**Emporia Place Apartments  
220 S. Fern Avenue,  
Ontario CA 91762**

- Incomplete pre-applications may be rejected.
- Please mail your pre-application & grounds for denial.
- Each household may only submit one pre-application. Duplicates will not be considered.

**GROUNDS FOR DENIAL OF RENTAL APPLICATION**

We welcome your application to rent an apartment at Emporia Place Apartments. It is the responsibility of each applicant to provide any and all information required to determine eligibility. **Persons with Disabilities may be entitled to reasonable accommodations.** Applicants will be made aware of their right to reasonable accommodation in cases where disability status is a contributing factor to poor credit or evictions. The following lists the reasons why we might deny your application.

**(1) Credit** (An exception for extraordinary medical expenses and/or student debt may be permitted.)

- a) Total unmet credit problems (including governmental tax liens) in excess of \$5,000.
- b) A non-discharged bankruptcy (within the last three years).
- c) A total of five (5) unmet credit problems of any value.

**(2) Rental History**

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

**(3) Personal History**

- a) Blatant disrespect, violent, threatening, or disruptive behavior toward management, the property, or other residents exhibited by an applicant or family member any time prior to move-in (or demonstrable history of such behavior);

**(4) Criminal Background Check**

- a) If the applicant or any adult household member is subject to any state’s sex offender lifetime registration requirement.
- b) An established pattern of criminal activity.
- c) The manufacturing, selling or possession of any drugs or illegal substances, or established pattern of manufacturing, selling or possession of any drugs or illegal substances.
- d) Conviction for physical violence to persons or property, violent criminal activity, sexual abuse, illegal weapons possession, any form of assault, breaking and entering, burglary, arson, or drug related criminal activity, or any act that would threaten the health, safety or right to peaceful enjoyment by other residents, or employees and contractors who work with the community.

**(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. If an applicant does not show up for an interview, or provide at a minimum the following documentation it is grounds for denying your application:

- a) Completed and signed application, release of information, grounds for denial, and application fee (if required).
- b) Landlord references covering the last two years of residency or verification of homelessness when applicable.
- c) Appropriate proof of all income sources and assets.
- d) 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.

**I HAVE READ AND UNDERSTOOD THE FOREGOING AND FIND THEM TO BE REASONABLE REASONS MY RENTAL APPLICATION CAN BE DENIED. I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ATTACHED HOUSING AND INCOME STATEMENTS ARE TRUE AND CORRECT.**

\_\_\_\_\_  
Print Name (Head of Household)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (Adult Applicant # 2)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (Adult Applicant # 3)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (Adult Applicant # 4)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

