



900 Jacobsen Lane, Davis, CA 95616
530-368-4825/530-756-1176 fax
info@bartlettcommons.com
www.bartlettcommons.com

BARTLETT COMMONS INITIAL LEASE UP APPLICATION INSTRUCTIONS

Bartlett Commons, situated in the Cannery, is an affordable rental housing community where tenants must meet income and asset restrictions. The property features 62 gorgeous apartments in 1, 2 and 3 bedroom floor plans.



Please fill out the rental application as completely as possible. For any questions, please contact us at info@bartlettcommons.com, or call **530-368-4825**, or visit our website at www.bartlettcommons.com and click on Leasing Info. We are happy to help!

After passing the background/credit check, and meeting financial qualifications, the successful applicant(s) will be offered an opportunity to lease an apartment. Households who fully qualify, but for whom there is no longer an available unit that meets the households needs, will be placed on our waitlist.

All applicants must turn in the application in person and bring the following with them:

1. **Valid ID** — Driver's license, state Issued ID card, or passport.
2. **Rental History** — 2 years of verifiable rental history.
3. **Proof of Income** — Copy of most recent three months paystub (with YTD totals) and copies of the most recent month of any bank statements (checking, savings, etc.).
5. **Tenant Income Certification Questionnaire**
 - Tenant Income Certification Questionnaire (provided by Bartlett Commons), and
 - Social Security card (original card only; copies are not accepted).
6. **Self-Employed** — applicants who are self-employed are asked to additionally provide:
 - Prior 3 years of tax records,
 - IRS Form Schedule C – Profit or Loss from Business (for *current* year), and
 - Signed Affidavit of Income (provided by Bartlett Commons management).
7. **Credit/Background Check Fee** — \$30.00 per adult; *please note we accept only cashier's checks or money orders; cash and personal checks are not accepted.* The \$30 fee will be refunded only to those applicant for whom a financial, background/credit check was not performed.

WAITING LIST PROCEDURE

Once a unit type has been filled and is no longer available, a waiting list will be formed based on completed and approved applications, and shall be added in chronological order of when they were approved.

AFFORDABILITY

All units in the property have income and rent restrictions which are set annually. Based on 2020 CA Tax Credit Allocation Committee guidelines, and subject to change. Income limits and rents are:

INCOME LIMITS	1-Person	2-Person	3-Person	4-Person	5-Person
30% AREA MEDIAN INCOME	\$19,440	\$22,200	\$24,900	\$27,750	\$29,970
40% AMI	\$25,920	\$29,600	\$33,320	\$37,000	\$39,960
45% AMI	\$29,160	\$33,300	\$37,485	\$41,625	\$44,955
60% AMI	\$38,880	\$44,400	\$49,980	\$55,500	\$59,940

RENT LIMITS	1-Bedroom	2-Bedroom	3-Bedroom
30% AMI	\$520	\$624	\$721
40% AMI	\$694	\$833	\$962
45% AMI	\$780	\$937	\$1082
60% AMI	\$1041	\$1,249	\$1,443

PET AND SMOKING POLICY

Bartlett Commons is a pet friendly community! One dog (up to 35 pounds) OR up to two cats are permitted per household, with a deposit of \$300 per pet. Bartlett Commons prohibits the following breeds from living at the community: pitbulls, rottweilers, German shepherds, huskies, Alaskan malamutes, doberman pinschers, chows, presa canarios, boxers and dalmations.

Smoking at Bartlett Commons is permitted in designated apartments and areas only.

RESIDENCE RESTRICTIONS

The apartments at Bartlett Commons must be the tenants' sole residence.

It is prohibited for residents to operate businesses in their dwelling units.

FAIR HOUSING

Federal, state, and local laws make it illegal to discriminate in the provision of housing based on protected class. Bartlett Commons encourages all people to apply, regardless of race, color, religion, sex, national origin, marital status, ancestry, sexual orientation, source of income, familial status, or disability.

Thank you for your interest in Bartlett Commons